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Governor



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Director

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**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS
100 N. Stewart Street
Carson City, Nevada 89701
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**The Committee to Approve Schedules for the Retention
and Disposition of Official State Records**

Meeting Notice

DATE: October 9, 2019
TIME: 1:15 p.m.
LOCATION: Nevada State Library and Archives Building
Board Room
100 North Stewart Street
Carson City, Nevada 89701

Notice: The Committee to Approve Schedules for the Retention and Disposition of Official State Records may address items out of sequence. The Committee may combine two or more agenda items for consideration, and the Committee may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. As used herein and during the meeting, the term "RDA" means "Records Disposition Authorization" which is the control number given to an official action on retention and/or disposition made by the Committee.

Agenda

- 1. Call to Order, Welcome, Roll Call**
- 2. Public Comment**
Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020).
- 3. Review, correct, if necessary, and approve the minutes from the July 10, 2019 meeting.**
[Attachment A](#) (For possible action)
- 4. Proposed New RDAs for Agency Specific Records Retention Schedules.** [Attachment B](#) (For possible action)
- 5. Proposed Modification RDAs for Agency Specific Records Retention Schedules.**
[Attachment C](#) (For possible action)
- 6. Proposed Deletion RDAs for Agency Specific Records Retention Schedules.** [Attachment D](#)
(For possible action)

7. **Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule.** [Attachment E](#) (For possible action)
8. **Discuss Future Agenda Items** (For possible action)
Dept of Agriculture, Plant Industry Division
Dept of Agriculture, Consumer Equitability
Department of Human Resources
State Fire Marshal
9. **Governors Appointee Update** (For discussion only)
Kathryn Etcheverria's appointment has ended.
10. **Public Comment**
Comment may be limited to 5 minutes at the discretion of the Chairman. No action may be taken upon a matter raised during public comment until the matter has been specifically included on an agenda as an item upon which action may be taken. (NRS 241.020)
11. **Confirm time of next meeting** (For possible action)
Next meeting scheduled for November 13, 2019
12. **Adjourn** (For possible action)

General Information

Members of the public who are disabled or who may require special accommodations at the meeting are requested to notify Lewis Martin in writing at 100 N. Stewart Street, Carson City, NV 89701 or by calling (775) 684-3411 or by email lewis.martin@admin.nv.gov prior to the meeting date.

A complete copy of the information submitted to the Committee for this "Agenda and Meeting Notice" is available by contacting the Lewis Martin at (775) 684-3411. This agenda, the Committee Packet and all other supplemental material made available to each Committee member will also be made available to the public on the website of the Department of Administration, Nevada State Library, Archives and Public Records prior to the meeting date and may be found at: www.nsla.nv.gov (under Records Management, State Records Committee). The material is also available by contacting Lewis Martin at 100 North Stewart St. Carson City, NV 89701 (775) 684-3423 records@admin.nv.gov

This agenda has been posted at the following locations:

Nevada State Library, Archives and Public Records
100 North Stewart Street
Carson City, NV 89701

The Nevada Legislature
401 S. Carson St.
Carson City, NV 89701

Washoe County Library
301 South Center Street
Reno, NV 89505

The Las Vegas/Clark County Library District
7060 Windmill Ln
Las Vegas, NV 89113

NSLAPR website: www.nsla.nv.gov

As required by [NRS 232.2175](#): <https://notice.nv.gov/> Under the Department of Administration, State Records Committee.

Attachment A
Meeting Minutes for Approval

*The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
The “State Records Committee”
Minutes for July 10, 2019*

1: Call to Order, Welcome, Roll Call

The meeting was called to order at 1:20pm. The meeting was held at the Nevada State Library and Archives Board Room, at 100 N. Stewart St, Carson City, NV.

Committee Members:

Kimberley Perondi, for Barbara K. Cegavske, Secretary of State – Present

Kathryn Etcheverria, Governors Appointee – Present

Sarah Bradley, for Aaron Ford, Nevada Attorney General – Present

Sara Martel, State Records Manager, for Tod Colegrove, Division Administrator, Nevada State Library, Archives and Public Records – Present

Maureen Martinez, For Deonne Contine, Director of the Department of Administration – Present

Alisanne Maffei, for David Haws, Administrator, Enterprise Information Technology Services – Present

Staff:

Bobbie Church, Senior Records Analyst, Nevada State Library, Archives and Public Records – Present

Lewis Martin, Administrative Assistant II, Nevada State Library, Archives and Public Records – Present

Guests Present:

Beau Bennett, Management Analyst IV, Nevada Secretary of State - Present

2: Public Comment

Comment may be limited to 5 minutes at the discretion of the Chair.

There was no public comment made.

3: Attachment A. Review and Approve the Minutes for June 12, 2019

Discussion and Vote:
The minutes were approved as presented. The motion was made by Kathryn Etcheverria and the second was by Maureen Martinez. The vote was unanimous for the members present.

4: Attachment B. Proposed New RDAs for Agency Specific Records Retention Schedules

Attachment A
Meeting Minutes for Approval

1. Secretary of State: Elections

- A. Title: *Petitions for Initiatives and Referendum - Constitutional Amendments: Documentation of Signatures of Registered Voters* RDA: 2019001

Description:

The record contains the list of registered voters that signed petitions dealing with constitutional amendments (NRS 293.126 - NRS 293.1279), associated documentation, and related correspondence.

Authorized Retention:

Retain for two (2) calendar years from the end of the calendar year in which the petitions were either approved or defeated.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for New of RDA 2019001:

This series was previously part of RDA 2008034 "Petitions for Initiatives and Referendum: Documentation of Signatures of Registered Voters". Staff recommends separating the series to provide for more accurate retention of the records for "Petitions for Initiatives and Referendum - Constitutional Amendments."

2. Secretary of State: Operations

- A. Title: *Official Filings* RDA: 2019002

Description:

These records consist of filings that by law are filed with the Secretary of State (NRS 225.085). The records may include but are not limited to: filings from Education (NRS 396.035), Emergency Management (NRS 414.070), Government (NRS 243.450, NRS 245.020, NRS 245.150, NRS 277.140, NRS 283.450, NRS 349.060, NRS 445A.040, NRS 463.050, NRS 703.060, NRS 679B.050), Property (NRS 111.315 and NRS 119.130), Rules and Regulations (NRS 286.200, NRS 396.435, NRS 459.004, NRS 428.015, NRS 704.215), associated documentation, and related correspondence.

Authorized Retention:

Retain for six (6) calendar years from the end of the calendar year in which the filing was dated.

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Operations Division.

Justification for New RDA 2019002:

The Secretary of State: Elections office is no longer the office of record for the record series. The office of record is now the Secretary of State: Operations. The division is aware of the request to transfer and agrees. In order to streamline

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the retention of the filings staff recommends combining the following retention schedules: 2007066, 2007067, 2007065, 2007064, and 2007068. These currently consist of various required filings submitted to the Secretary of State's office per NRS 225.085. All filings have the exact same retention and disposition. The State Archivist is aware of the proposed changes and agrees.

Discussion and Vote:

The proposals in Attachment B were approved as presented. The motion was made by Sara Martel and the second was by Kathryn Etcheverria. Kim Perondi abstained from voting; the remaining votes were unanimous for the members present.

5: Attachment C. Proposed Modification RDAs for Agency Specific Records Retention Schedules

1. Secretary of State: Elections

A. Title: Abstract of ~~Votes~~ Voters

RDA: 2005034

Description:

~~These records document~~ This record series documents the Abstract of ~~Votes~~ Voting sent to the Secretary of State (SoS) by the counties (NRS 293.387 and 293.395 and NAC 293.195 to 293.197), as well as the compilation and issuance of state election returns by the SOS, in accordance with NRS 293.87. ***The records may include but are not limited to: There are two types of abstracts: the certified abstracts from the county or city clerk that are sent to the Secretary of State (NRS 293.387(3) and 293.395(1)), the abstract created by the Secretary of State (NRS 293.387(4)) called the State Election Returns, associated documentation, and related correspondence.***

Authorized Retention:

Retain for a period of four (4) calendar years from the ***end of the calendar year in which the abstracts were filed.***
~~date the State Election Returns was issued.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2005034:

Staff recommends removing "date the State Election Returns was issued." and replacing it with "the end of the calendar year in which the abstracts were filed." while removing "a period of" in the retention statement to make a more defined and accurate trigger event.

B. Title: Campaign Practices Act: Contributions and Expenses

RDA: 2005038

Description:

These records document the filing of campaign contributions and expenses of candidates running for public office in accordance with NRS Chapter 294A (See especially 294A.120, 294.125 & 294A.350 to 294A.373) and NAC Chapter 294A. The records are received from candidates, Nevada PACs (political action Committee), Ballot Advocacy Groups, Non-Profit Groups, Independent Expenditures, Political Parties, and Recall Committees. The records may include but are not limited to: affidavits and declarations on forms designed by the Secretary of State detailing the total amount of campaign contributions and campaign expenses of every candidate running for state-wide, legislative, or judicial office, except at a primary or a general election, signed by the candidate and filed with the Secretary of State, ***associated documentation, and related correspondence.***

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Authorized Retention:

Retain for a period of four (4) calendar years from the end of the calendar year *in which the affidavits and declarations were filed.* ~~to which they pertain.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2005038:

Staff recommends removing “to which they pertain.” and replacing it with “in which the affidavits and declarations were filed.” while removing “a period of” in the retention statement to make a more defined and accurate trigger event.

C. Title: Certificates of Elections

RDA: 2005033

Description:

These records document ~~This record series documents~~ the official certificate of election issued by the Governor in accordance with NRS 293.393 (3) and attested to by the Secretary of State in accordance with NRS 225.080. ***The records may include but are not limited to:*** ~~The files contain~~ transmittal letters, official certification by the Governor, ***associated documentation, and related correspondence.***

Authorized Retention:

Retain ~~this record series~~ for a period of four (4) calendar years from the *end of the calendar year in which the certificate was issued.* ~~date of certification.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2005033:

Staff recommends removing “date of certification” and replacing it with “end of the calendar year in which the certificate was issued.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

D. Title: Certification of Candidates for General Election

RDA: 2005056

Description:

These records document ~~This record series documents~~ the certification of candidates for the General election sent to the county clerks in accordance with NRS 293.190. ***The records may include but are not limited to:*** ~~The files contain~~ List of Candidates Certified by the Secretary of State, and transmittal letters to the county clerk or registrar, ***associated documentation, and related correspondence.*** ~~This list is also posted on the Secretary of State's website (approximately two voting periods).~~

Authorized Retention:

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Retain for a period of four (4) calendar years from the *end of the calendar year in which the certification was issued.* ~~date of certification.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2005056:

Staff recommends removing “date of certification” and replacing it with “end of the calendar year in which the certification was issued” while removing “a period of” in the retention statement to make a more defined and accurate trigger event.

E. Title: Certified List of Candidates

RDA: 2005030

Description:

These records document ~~This record series documents~~ the certification of the list of candidates eligible to be placed on the ballot by the county clerks or registrars in accordance with NRS 293.187 and ~~also~~ those certified by the Secretary of State for statewide offices (See NRS Chapter 293). ***The records may include but are not limited to:*** ~~The files contain the Secretary of State’s list of statewide and multiple county district candidates, county lists of local candidates, (containing the name, address, fax, email, office running for, party affiliation, date of filing, and where applicable date withdrawn) and transmittal letters to the county clerk or registrar,~~ ***associated documentation, and related correspondence.*** This list is also posted on the Secretary of State's website (approximately two voting periods).

Authorized Retention:

Retain for a period of four (4) calendar years from the *end of the calendar year in which the certification was issued.* ~~date of certification.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2005030:

Staff recommends removing “date of certification” and replacing it with “end of the calendar year in which the certification was issued.” while removing “a period of” in the retention statement to make a more defined and accurate trigger event.

F. Title: County Precinct Maps and Legal Descriptions

RDA: 2005044

Description:

These records document ~~This record series documents~~ the election precinct maps filed with the Secretary of State by county clerks in accordance with NRS 293.205 to 293.213. ***The records may include but are not limited to:*** ~~The files consist of: copy of maps (may also be in electronic form), legal description of the precinct, precinct statistics, transmittal letters, associated documentation, and related correspondence.~~

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Authorized Retention:

Retain for ~~a period of~~ four (4) calendar years from the end of the **calendar** year in which the map was superseded.

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2005044:

Staff recommends removing “a period of” while adding “calendar” in the retention statement to make a more defined and accurate trigger event.

G. Title: Declaration of Candidacy

RDA: 2005040

Description:

These records document ~~This record series documents~~ the official declaration of candidacy filed with the Secretary of State in accordance with NRS Chapter 293 (See especially NRS 293.1725, 293.177 & **and** 293.200). ***The records may include but are not limited to:*** ~~The files consist of:~~ Declaration of Candidacy (See NRS 293.177), Code of Fair Campaign Practices Acknowledgement (See NRS 294A.290), Campaign Contributions and Expense Report, Candidate Acknowledgement Form (NRS 294A.420, NRS 294A.120 and NRS 294A.200), Candidate Media Sheet, Candidate Filing Form, Candidate Withdrawals (NRS 293.202), Candidate Written Challenges (NRS 293.182), ***associated documentation, and related correspondence.*** ~~and related correspondence.~~

Authorized Retention:

Retain for ~~a period of~~ four (4) calendar years from the end of the **calendar** year in which the election was held.

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2005040:

Staff recommends removing “a period of” while adding “calendar” in the retention statement to make a more defined and accurate trigger event.

H. Title: Election Complaints

RDA: 2005031

Description:

These records document ~~This record series documents~~ the complaints alleging violations of voting rights in accordance with NRS 293.4685, NAC 293.500 to 293.560, 42 U.S.C. § 15481 et seq. (Title III of the Help America Vote Act, see especially 42 U.S.C. § 15512), and ***other applicable state and federal*** election laws. ***The records may include but are not limited to:*** ~~The files may contain:~~ written complaints (See NAC 293.515), Complaint Contact Information forms (listing the name, address, phone number of the complainant, subject of complaint, date contacted, and notes), review notes, and supportive documentation (which may include copies of various records from other sources, copies of financial documents, copies of medical records, copies of affidavits, etc.), correspondence to and from other individuals

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requesting information or responding to allegations, documents and reports to and from the Nevada Division of Investigations (confidential per NRS 199.520 and other laws), ***associated documentation, and related correspondence.*** ~~similar documentation and related correspondence.~~

Authorized Retention:

Retain for ~~a period of~~ eight (8) calendar years from the ***end of the calendar year in which the complaint was closed or resolved.*** ~~date of final resolution or closure of the file.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2005031:

Staff recommends removing "date of final resolution or closure of the file." and replacing it with "end of the calendar year in which the complaint was closed or resolved." while removing "a period of" in the retention statement to make a more defined and accurate trigger event.

I. Title: Election-Contests

RDA: 2005057

Description:

These records document ~~This record series documents~~ the actions involved in election contests in accordance with NRS 293.400 to 293.435 and NAC Chapter 293. ***The records may include but are not limited to:*** ~~The files may contain:~~ (1) ~~When the contested election involves more than one county:~~ demand for recount, county Recount Board documentation, Secretary of State's designated observer's report (See NAC 293.179), recount cost documentation (deposits, receipts, invoices, etc. See also NAC 293.180); (2) ~~When the contest is submitted to the district court:~~ statement of contest, dismissal, depositions, judgment, court costs documentation (See NRS 293.420), ~~and related court documentation,~~ (3) ~~In contests over State Assemblyman or Senator:~~ statement of contest, depositions, ballots, list of witnesses, amended statement of contest, hearing records, ~~and similar documentation,~~ (4) ~~In contests for the office of Governor, Lieutenant Governor or Justice of the Supreme Court:~~ copy of statement of contest delivered to the Speaker of the Assembly, ~~copies of~~ associated election records, withdrawal notices, legislative hearing documentation, certificate of election, ***associated documentation, and related correspondence.*** ~~and related documentation~~

Authorized Retention:

Retain for ~~a period of~~ four (4) calendar years from the ***end of the calendar year in which the Certificate of Election was delivered or the end of the proceedings ended.*** ~~ended.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

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Justification for Modification of RDA 2005057:

Staff recommends adding “end of the calendar year in which” while removing “a period of” in the retention statement to make a more defined and accurate trigger event. The numbering of objects in the description are not referenced in the retention or disposition statements, staff recommends they be removed.

J. Title: Election Costs Files

RDA: 2005049

Description:

These records document ~~This record series documents~~ the reimbursements to the counties for costs related to cardstock for ballots (See NAC 293.200 and NRS 293B.210), and publication of constitutional amendments, and statewide measures (NRS 293.253 and NAC 293.071). ***The records may include but are not limited to:*** ~~The files may contain:~~ claims from the counties, copies of manufacturers’ or vendors’ invoices, ***associated documentation, and related correspondence.*** ~~related supportive documentation and related correspondence.~~

Authorized Retention:

Retain ~~this record series for a period of~~ four (4) calendar years from the end of the ***calendar year in which the election was held.*** ~~year to which they pertain~~

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2005049:

Staff recommends removing “year to which they pertain” and replacing it with “calendar year in which the election was held.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

K. Title: Elections for US President and Vice President

RDA: 2005052

Description:

These records document ~~This record series documents~~ the filing of certified nominees by political parties with the Secretary of State in accordance with NRS Chapter 298. ***The records may include but are not limited to:*** ~~The files may contain:~~ certified lists of party nominees (detailing the names and addresses: see (NRS 298.020), independent presidential candidate documentation (NRS 298.109), ***associated documentation, and related correspondence.*** ~~related correspondence and similar documents.~~

Authorized Retention:

Retain for a period of four (4) calendar years from the end of the ***calendar year in which the election was held.*** ~~end of the election.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

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Justification for Modification of RDA 2005052:

Staff recommends removing “end of the election.” and replacing it with “calendar year in which the election was held.” while removing “a period of” in the retention statement to make a more defined and accurate trigger event.

L. Title: Facsimile Signatures of Public Officers

RDA: 2007049

Description:

These records contain ~~This record series consists of~~ the filings of certified manual signatures of state and local government officials (See NRS 351.030). ***The records may include but are not limited to:*** ~~The files may include, but are not limited to:~~ notarized affidavits of manual signature, and related documentation ***associated documentation, and related correspondence.***

Authorized Retention:

Retain for a period of six (6) calendar years from the ***end of the calendar year in which the filing was received.*** ~~date of the filing.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2007049:

Staff recommends removing “date of the filing” and replacing it with “end of the calendar year in which the filing was received.” while removing “a period of” in the retention statement to make a more defined and accurate trigger event.

M. Title: ~~Felony~~ **Conviction Notifications**

RDA: 2005032

Description:

These records document ~~This record series documents~~ the reporting to counties of individuals convicted of felonies and thus ineligible to register to vote in elections, in accordance with 42 U.S.C. § 1973gg-6 (a)(3)(B) and (g), NRS 293.540 (3) and (4) and NAC 293.414. ***The records may include but are not limited to:*** ~~The files may contain:~~ notices from other state election officers of convicted individuals, copies of court judgments, reports from courts of convictions, List of individuals convicted (~~containing the name, SSN, date of birth and official residence~~) sent to counties, cover letters, ***associated documentation,*** and related correspondence.

Authorized Retention:

Retain for a period of four (4) calendar years from ***the end of the calendar year in which*** ~~the date the~~ the list or notice is transmitted to the county.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

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Justification for Modification of RDA 2005032:

Staff recommends removing “date the” and replacing it with “end of the calendar year in which” while removing “a period of” in the retention statement to make a more defined and accurate trigger event.

N. Title: Financial Disclosure Statements

RDA: 2007062

Description:

These records document ~~These are~~ the financial disclosure statements filed with the Secretary of State (See NRS 281.561). The ~~files~~ ***records*** may include but are not limited to: ~~Financial disclosure statements of individuals seeking election or appointment to public office; Annual financial disclosure statements of elected officials; associated documentation, Similar documents and related correspondence.~~

Authorized Retention:

Retain ~~these records for a period of~~ six (6) calendar years from the ***end of the calendar year in which the statement was filed.*** ~~date of filing.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2007062:

Staff recommends removing “date of filing” and replacing it with “end of the calendar year in which the statement was filed.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

O. Title: ~~*Federal Grants for Election Registration*~~ Nevada Voter Registration Act and Motor Voter Program Files

RDA: 2005050

Description:

These records document ~~This record series documents~~ the Secretary of State's administrative duties in ***compliance with federal voting and voting rights laws and requirements.*** ~~complying with the Nevada~~ ***These include, but are not limited to National Voter Registration Act (NRS 293.485 to 293.675), Motor Voter Program voter registration agencies*** (NRS 293.504 and 293.524), and the Help America Vote Act (***HAVA***) ~~(provisions found in~~ 42 U.S.C. § 15483). ***The records may include but are not limited to:*** ~~The files may contain: minutes of meetings, documents related to voter registration agencies, assignment of voter registration form identification numbers to counties (See NAC 293.411 and 42 U.S.C. § 15483 (a)(1)(iii)), documentation relating to the maintenance of a statewide computerized voter registration list (See 42 U.S.C. § 15483), reports, program audits, associated documentation, and related correspondence.~~

Authorized Retention:

Retain ~~this record series for a period of~~ four (4) calendar years from the end of the calendar year ***in which the grant closed.*** ~~to which they pertain.~~

Note: this is an exception to the General Records Retention and Disposition Schedules retention period of five years for minutes of meetings.

Recommended Disposition:

Permanent: Transfer to State Archives

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NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2005050:

Staff recommends removing “to which they pertain” and replacing it with “in which the which the grant closed.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event. “Meeting minutes” are to be retained per the General Schedule “RDA 2005140” Open Meeting Law: Minutes of Public Bodies.

P. Title: *Statewide Voter Registration-NevVoter List* ~~NevVoter Database~~

RDA: 2007048

Description:

~~This database contains statewide voter registration data used to create and maintain~~ *These records document* the official statewide voter registration list *(NAC 293.472, NAC 293.454, NAC 293.476)* to conduct all state and federal elections. ~~Each registration record may include, but is not limited to:~~ *The records may include but are not limited to:* *The official list of registered voters, associated documentation, and related correspondence.*

~~Name; Voter registration number; ID number (including driver's license number); Social Security Number; Address; Voter status; Applicable fields are set forth in SOS issued data exchange standards.~~

Authorized Retention:

Retain until the list is superseded. ~~Update on a continuous basis, purging the files of data no longer needed, retaining the final freeze list of each state election's official statewide voter registration data until the next state election cycle.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division

Justification for Modification of RDA 2007048:

Staff recommends the title change to reflect that the series is the voter registration list and not the database that is used to create the list. The list created at the cutoff period for voter registrations for each election in accordance with NAC 293.472. Staff recommends removing “Update on a continuous basis, purging the files of data no longer needed, retaining the final freeze list of each state election's official statewide voter registration data until the next state election cycle.” and replacing it with “Retain until superseded.” in the retention statement to make a more defined and accurate trigger event.

Q. Title: Observers of Election Procedures Plans

RDA: 2005058

Description:

These records document plans for the accommodation of observers of election proceedings in accordance with NRS 293B.354, submitted by county clerks, and approved by the Secretary of State. ~~This record series documents the submittal by county clerks, and approval by the Secretary of State, of plans for the accommodation of observers of election proceedings in accordance with NRS 293B.354. The records may include but are not limited to: The files may contain: county plans for accommodation of members of the general public observing election proceedings (including the location of the counting place and polling place, procedure for observers, requirements for observers,~~

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~~security, and other provisions), transmittal letters, approval notices, requests for amendment, associated documentation, and related correspondence. related correspondence and similar documentation.~~

Authorized Retention:

Retain for a period of four (4) calendar years from the *end of the calendar year in which the election was held.* ~~date of the end of the election.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division

Justification for Modification of RDA 2005058:

Staff recommends removing “date of the end of the election” and replacing it with “end of the calendar year in which the election was held.” while removing “a period of” in the retention statement to make a more defined and accurate trigger event.

R. Title: Petition Sign-up Site Complaint Records

RDA: 2011021

Description:

These records document grievances concerning the area within a public building that has been designated for the gathering of signatures on a petition (See NRS 293.127565). ~~The record may consist of, but is not limited to: The records may include but are not limited to: Complaints, with associated documentation; Investigation/determination records, associated documentation, and, Related correspondence.~~

Authorized Retention:

Retain ~~these records~~ for a period of three (3) calendar years from the *end of the calendar year in which the complaint was resolved.* ~~resolution of the complaint.~~

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2011021:

Staff recommends removing “resolution of the complaint.” and replacing it with “end of the calendar year in which the complaint was resolved.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

S. Title: Petition Sign-up Site Records

RDA: 2011020

Description:

These records *contain* the documents ~~records~~ received by the Secretary of State that designate an area within a public building for the gathering of signatures on a petition (See NRS 293.127565). *The records may include but are not*

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~~*limited to:*~~ The record may consist of, but are not limited to: ~~D~~ designation forms/letters, ~~;~~ Related correspondence, ~~associated documentation, and related correspondence.~~

Authorized Retention:

Retain ~~these records for a period of~~ three (3) calendar years from the end of the calendar year *in which the site designation expired.* ~~to which they pertain.~~

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2011020:

Staff recommends removing “to which they pertain.” and replacing it with “in which the site designation expired.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

T. Title: Petitions for Initiative or Referendum

RDA: 2005054

Description:

~~*These records document*~~ This record series documents the filing of petitions for statewide initiatives and referendums with the Secretary of State in accordance with NRS Chapters 293 and 295, and NAC Chapter 295. The records may ~~include contain~~ but are not limited to: ~~P~~ petitions for initiatives and referendums (including description NRS 295.009), ~~C~~ certificates of sufficiency, ~~D~~ documentation of challenges to legal sufficiency (NRS 295.061) ; ~~associated documentation, and related correspondence.~~ Related correspondence; Similar documents

Authorized Retention:

Retain for a period of four (4) calendar years from the end of the calendar year in which all proceedings related to the petition closed.

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2005054:

Staff recommends removing “a period of” in the retention statement to make a more defined and accurate trigger event.

U. Title: Petitions for Initiatives and Referendum: Documentation of Signatures of Registered Voters

RDA: 2008034

Description:

~~*These records contain*~~ These records are the documents containing the list of registered voters that signed petitions for statewide ballot issues (See NRS 293.1277 (4)), *associated documentation, and related correspondence.*

Authorized Retention:

Retain ~~these records for a period of~~ two (2) calendar years from the end of the *calendar year in which all proceedings*

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~~*related to the petition closed.*~~ election period. Note: for petitions dealing with constitutional amendments, the retention period would be from the end of the election cycle in which they were either approved or defeated.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2008034:

Staff recommends removing "election period." and replacing it with "calendar year in which the election was held." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event. The current retention has two events and two retention periods. Separating these will provide for more accurate retention of the records. Petitions for Initiatives and Referendum - Constitutional Amendments will be under "RDA 2019001".

V. Title: Recalls

RDA: 2005041

Description:

~~*These records document*~~ This record series documents the official filing of petitions for recall in accordance with NRS Chapter 306 and NAC Chapter 306 (See also NRS 294A.140, 400 to 294A.200 and 294A.250 - 294A.280 ~~430~~). *The records may include but are not limited to:* The files may contain: Secretary of State Recall Checklists, Notices of Intent to Circulate Petition for Recall (~~NRS 306.015~~), transmittal letters, Recall Committee Registration Forms (~~NRS 294A.250~~), Committee for the Recall of a Public Officer Contributions and Expenses Reports (~~NRS 294A.150, 294A.270 & 294A.280~~), petition documentation (~~NRS 293.1276~~), Requests to Remove Name from Petition (~~NRS 306.015 to 306.040 and NAC 306.010 to 306.012~~) **with & copy of** corresponding petition signature pages, Declarations of Insufficiency, Petition Election Results (from County Clerks), **associated documentation**, and related correspondence.

Authorized Retention:

Retain ~~this record series~~ for a period of four (4) calendar years from the end of the calendar year in which the petition was filed.

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2005041:

Staff recommends removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

W. Title: Redistricting Maps (Congressional Elections)

RDA: 2005053

Description:

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These records document ~~This record series documents~~ the congressional voting districts related to elections of US Senators and US Representatives filed with the Secretary of State in accordance with NRS Chapter 304. ***The records may include but are not limited to:*** ~~The files may contain:~~ maps of congressional voting districts from the Legislative Council Bureau, attachments correcting the congressional districts, ***associated documentation, and related correspondence.*** ~~related correspondence and similar documents.~~

Authorized Retention:

Retain for a period of four (4) calendar years from the end of the election ***calendar year in which the election was held.***

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2005053:

Staff recommends removing "election." and replacing it with "calendar year in which the election was held." while removing "a period of" in the retention statement to make a more defined and accurate trigger event.

X. Title: Registration of Political Parties

RDA: 2005055

Description:

These records document ~~This record series documents~~ the registration of major and minor political parties by the Secretary of State in accordance with NRS Chapter 293 (See NRS 293.128, 293.133 and 293.171). ***The records may include but are not limited to:*** ~~The files may contain:~~ petitions for registration, certificates of existence, notices of continued existence, copies of the political party's constitution and/or bylaws, minor party list of candidates for partisan office (NRS 293.1725), ***associated documentation, and related correspondence.*** ~~related correspondence and similar documents~~

Authorized Retention:

Retain for a period of four (4) calendar years from the end of the election ***calendar year in which the election was held.***

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2005055:

Staff recommends removing "election." and replacing it with "calendar year in which the election was held." while removing "a period of" in the retention statement to make a more defined and accurate trigger event.

Y. Title: Sample Ballots

RDA: 2005047

Description:

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These records contain ~~The record series consists of a copy of each sample ballot for a primary, and general elections sent by the county or city clerk to the Secretary of State in accordance with NAC 293.120, & 293.130, and (See also NRS 293.256 to 293.2693),~~ ***associated documentation, and related correspondence.***

Authorized Retention:

Retain ~~these records for a period of~~ two (2) calendar years from the end of the calendar year ***in which the election was held.*** ~~to which they pertain.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2005047:

Staff recommends removing “to which they pertain.” and replacing it with “in which the election was held.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

Z. Title: Security of Ballots Plans

RDA: 2005059

Description:

These records document ~~This record series documents the submittal by county and city clerks, and approval by the Secretary of State, of plans for the security of ballots in accordance with NRS 293C.3594 and NAC 293B.040. ***The records may include but are not limited to:*** The files may contain:~~ county plan for the security of ballot cards (See NAC 293B.040), transmittal letters, approval notice, request for amendment, ***associated documentation, and related correspondence.*** ~~related correspondence and similar documentation.~~

Authorized Retention:

Retain for a period of four (4) calendar years from the end of the calendar year ***in which the election was held.*** ~~date the end of the election.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2005059:

Staff recommends removing “date the end of the election.” and replacing it with “in which the election was held” while removing “a period of” in the retention statement to make a more defined and accurate trigger event.

AA. Title: Voter Registration County Statistics

RDA: 2005051

Description:

These records document ~~This record series documents the voter registration statistics sent to the Secretary of State by county clerks in accordance with NRS 293.567. ***The records may include but are not limited to:*** The files consist of:~~

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a report by precinct and district of registered voters and their political affiliation ~~in the county (and political affiliation),~~ transmittal letters, ***associated documentation***, and related correspondence.

Authorized Retention:

Retain for a period of four (4) calendar years from the end of the calendar year ***in which the election was held.*** ~~the end of the election.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2005051:

Staff recommends removing “the end of the election.” and replacing it with “in which the election was held.” while removing “a period of” in the retention statement to make a more defined and accurate trigger event.

BB. Title: Voting Systems - Certified

RDA: 2005042

Description:

These records document ~~This record series documents~~ the official certification process for "voting systems" offered by vendors (for sale or lease to counties) for use in elections in accordance with NRS Chapter 293B and NAC Chapter 293B. ***The records may include but are not limited to:*** ~~The files may contain:~~ Mechanical Voting System Applications, testing reports (See NRS 293B.105), Secretary of State Certificate of Approval, review documentation (NRS 293B.105 (8)), ***associated documentation***, and related correspondence.

Authorized Retention:

Retain ~~this record series~~ for a period of six (6) ***two (2)*** calendar years from the ***end of the calendar year in which the system is no longer in use.*** ~~date of certification.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2005042:

Voting Systems are certified for the life of the system. The Elections division proposes a retention period of two calendar years from the end of the calendar year after the system is no longer in use. After going from punch machines to electronic voting systems the industry standard dropped from 6 to 2 years.

Staff recommends removing “date of certification.” and replacing it with “end of the calendar year in which the system is no longer in use.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

CC. Title: Voting Systems - Computer Programs ***Certification***

RDA: 2005046

Description:

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These records ~~The record series consists of~~ ***certification by the county accuracy certification board*** ~~certified copies of computer programs by county clerks filed with the Secretary of State in accordance with NRS 293B.135(1). The copies of programs filed pursuant to NRS 293B.130 (1) are not public records and are not available for inspection by the public (See NRS 293B.135(2)).~~ ***The records may include but are not limited to:*** ~~The files consist of: copies of the computer programs, Certification by the county Accuracy Certification Board and related correspondence,~~ ***associated documentation, and related correspondence.***

Authorized Retention:

Retain ~~these records for a period of~~ four (4) calendar years from the end of the calendar year ***in which the certification expires.*** ~~to which they pertain.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2005046:

Staff recommends removing “to which they pertain.” and replacing it with “in which the in which the certification expires.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

DD. Title: Voting Systems - Not Certified

RDA: 2005043

Description:

These records document ~~This record series documents~~ the official certification process for "voting systems" offered by vendors (for sale or lease to counties) for use in elections in accordance with NRS Chapter 293B and NAC Chapter 293B, which were unsuccessful and not certified by the Secretary of State. ***The records may include but are not limited to:*** ~~The files may contain:~~ Mechanical Voting System Applications, testing reports (See NRS 293B.105), denial letters, review documentation (NRS 293B.105 (8)), ~~related supportive~~ ***associated*** documentation, and related correspondence.

Authorized Retention:

Retain ~~this record series for a period of~~ three (3) calendar years from the ***end of the calendar year in which the denial letter is dated.*** ~~date of the last action in the file.~~

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification of RDA 2005043:

Staff recommends removing “date of the last action in the file.” and replacing it with “end of the calendar year in which the denial letter is dated.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

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Transfer to Operations:

EE. Title: Administrative Procedures Act (Regulations)

RDA: 2005037

Description:

These records document ~~This record series documents~~ the official filing of regulations in accordance with the Administrative Procedures Act (NRS Chapter 233B). The ~~records files~~ may include but are not limited to: ~~Copy of reference materials, statements of review of regulations, Emergency regulations, Regulations, Register of Administrative Regulations, associated documentation, and related correspondence.~~ ~~Similar documents.~~

Authorized Retention:

Retain ~~this record series for a period of~~ six (6) calendar years from the ***end of the calendar year in which the*** ~~date the~~ regulation was amended or repealed.

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification and Transfer of RDA 2005037:

The Secretary of State: Elections office is no longer the office of record for the record series. The office of record is now the Secretary of State: Operations. The division is aware of the request to transfer and is in agreement. Staff recommends removing “date the” and replacing it with “end of the calendar year in which the” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

FF. Title: Colorado River Commission Filings

RDA: 2007051

Description:

These records contain ~~This record series consists of~~ ***the*** filings with the Secretary of State of the ***ratified Colorado River Compact (NRS 538.010)***. The records may include but are not limited to: bond resolutions, regulations, and amendments, ***associated documentation, and related correspondence.*** ~~correspondence and similar documents.~~

Authorized Retention:

Retain ~~this record series for a period of~~ two (2) calendar years from the ***end of the calendar year in which the filing was received.*** ~~date of filing.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification and Transfer of RDA 2007051:

The Secretary of State: Elections office is no longer the office of record for the record series. The office of record is now the Secretary of State: Operations. The division is aware of the request to transfer and is in agreement. Staff

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recommends removing “date of filing.” and replacing it with “end of the calendar year in which the filing was received.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

GG. Title: Governor's Executive Orders

RDA: 1999055

Description:

These records consist of ~~These are copies of~~ executive orders issued by the Governor and sent to the Secretary of State in accordance with ~~the~~ Constitution of Nevada Art. 5, Sect. 20 and NRS 225.080 (1), ***associated documentation, and related correspondence.***

Authorized Retention:

Retain ~~this record series for a period of~~ four (4) calendar years from the end of the calendar year ***in which the order was given.*** ~~to which they pertain.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification and Transfer of RDA 1999055:

The Secretary of State: Elections office is no longer the office of record for the record series. The office of record is now the Secretary of State: Operations. The division is aware of the request to transfer and is in agreement. Staff recommends removing “to which they pertain.” and replacing it with “in which the order was given.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

HH. Title: Governor's Proclamations

RDA: 1999056

Description:

These records consist of ~~These are~~ the proclamations by the Governor sent to the Secretary of State in accordance with ~~the~~ Constitution of Nevada Art. 5, Sect. 20 and NRS 225.080(1). ***The records may include but are not limited to:*** ~~The records series includes~~ the signed original ***proclamation, associated documentation, and related correspondence.***

Authorized Retention:

Retain ~~this record series for a period of~~ four (4) calendar years from the end of the calendar year ***in which the proclamation was made.*** ~~to which they pertain.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification and Transfer of RDA 1999056:

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The Secretary of State: Elections office is no longer the office of record for the record series. The office of record is now the Secretary of State: Operations. The division is aware of the request to transfer and is in agreement. Staff recommends removing “to which they pertain” and replacing it with “in which the proclamation was made.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

II. Title: Legislative Records

RDA: 2007047

Description:

These records consist of ~~These are~~ the official documents filed with the Secretary of State by the Nevada Legislature (See NRS Chapter 218, ***NRS 225.085***). The ~~files~~ ***records*** may include but are not limited to: Engrossed Bills,; Enrolled Bills and Joint Resolutions,; Enrolled Joint Resolutions Proposing Constitutional Amendments,; Bill or Joint Resolutions passed upon consideration by the Legislature after Governor’s Veto,; Bill or Joint Resolution with the Governor’s objections when the Legislature adjourns before action by the Governor,; Bill or Joint Resolutions that the Governor objects to and does not return to the Legislature by its final adjournment; Vetoed Bills,; Statutes of Nevada,; Attachments to Legislative Districts,; ~~Similar documents.~~ ***associated documentation, and related correspondence.***

Authorized Retention:

Retain for a period of two (2) calendar years from the end ***of the calendar year in which they were filed.*** ~~of the legislative session.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification and Transfer of RDA 2007047:

The Secretary of State: Elections office is no longer the office of record for the record series. The office of record is now the Secretary of State: Operations. The division is aware of the request to transfer and is in agreement. Staff recommends removing “of the legislative session” and replacing it with “of the calendar year in which they were filed.” while removing “a period of” in the retention statement to make a more defined and accurate trigger event.

JJ. Title: Oaths and Commissions Files

RDA: 2007050

Description:

These records consist of ~~This record series consists of~~ the signed oaths of office of persons elected or appointed to a position in accordance with. (See Constitution of Nevada Art. 5 Sections 16 ~~and~~ & 20, NRS chapters 225, 281 ~~and~~ & 282). The ~~records files~~ ***records*** may include but are not limited to: oath of office forms, appointment ~~and~~ & commission forms, ***associated documentation, and related correspondence.*** ~~related correspondence and supportive documentation~~

Authorized Retention:

Retain ~~these records~~ for a period of six (6) calendar years from the ***end of the calendar year in which the oath was taken.*** ~~date of the filing.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal needs.

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Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification and Transfer of RDA 2007050:

The Secretary of State: Elections office is no longer the office of record for the record series. The office of record is now the Secretary of State: Operations. The division is aware of the request to transfer and is in agreement. Staff recommends removing “date of the filing” and replacing it with “end of the calendar year in which the oath was taken.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

KK. Title: Official Filings: Reports

RDA: 2007063

Description:

These records consist of official report filings ~~This record series consists of documents that by law are filed with the Secretary of State (SOS) in accordance with (NRS 225.085). The records may include but are not limited to: The files include, but are not limited to: A~~ annual filing of summary of claims made against state agencies and local governments for tortuous conduct (See NRS 41.0385), ~~;~~ ~~B~~ biennial report of the Legislative Auditor (See NRS 218.830), ~~;~~ Biennial Report and Statistical Abstract (See NRS 345.120), ~~;~~ ~~R~~ report of Legislative Auditor of the count of state money, funds and securities (See NRS 353.075), ~~;~~ ~~A~~ annual report of banks under liquidation (NRS 667.205), ~~;~~ **associated documentation, and related correspondence.** ~~Similar documents and related correspondence.~~

Authorized Retention:

Retain ~~these records~~ for a period of two (2) calendar years from the **end of the calendar year in which the filing was received.** ~~date of filing.~~

Recommended Disposition:

Permanent: Transfer to State Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division.

Justification for Modification and Transfer of RDA 2007063:

The Secretary of State: Elections office is no longer the office of record for the record series. The office of record is now the Secretary of State: Operations. The division is aware of the request to transfer and is in agreement. Staff recommends removing “date of filing.” and replacing it with “end of the calendar year in which the filing was dated.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

Transfer to Division of Child and Family Services of the Department of Health and Human Services:

LL. Title: Confidential Address Program Files

RDA: 2007052

Description:

These records document the approval and assignment of fictitious addresses by the Division under the Assistance to Victims of Domestic Crime Act (NRS 217.462 to 217.471). ~~This record series is used by the Secretary of State to approve and assign fictitious address under the Assistance to Victims of Domestic Crime Act (See NRS 217.462 to 217.471). The R~~ records may include but are not limited to: applications with supporting documentation, fictitious address designations, documents from organizations to assist victims of domestic violence (See NAC 217.100), **associated documentation, and related correspondence.** ~~related correspondence and similar documents.~~

Authorized Retention:

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Retain ~~these records for a period of four (4) calendar years from the~~ ***end of the calendar year in which the fictitious address assignment is canceled or expired.*** ~~date of the cancellation of the approved application.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, and legal values.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division and the Department of Health and Human Services, Division of Child and Family Services.

Justification for Modification and Transfer of RDA 2007052:

The Secretary of State: Elections office is no longer the office of record for the record series. The office of record is now the Department of Health and Human Services, Division of Child and Family Services. The division is aware of the request to transfer and agrees. Staff recommends removing “date of the cancellation of the approved application.” and replacing it with “end of the calendar year in which the fictitious address assignment is canceled or expired.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

MM. Title: Confidential Address Program Files: Non-approved Applications

RDA: 2007053

Description:

~~This record series documents the applications.~~ ***These records document the non-approved applications*** for a fictitious address by the Division under the Assistance to Victims of Domestic Crime Act (NRS 217.462 to 217.471). ~~Records may include, but are not limited to:~~ ***The records may include but are not limited to:*** applications with supporting documentation, ~~fictitious address designation,~~ documents from organizations to assist victims of domestic violence (See NAC 217.100), ***associated documentation, and*** related correspondence. ~~and similar documents.~~

Authorized Retention:

Retain ~~these records for a period of one (1) calendar years from the~~ ***end of the calendar year in which the application was not approved.*** ~~date the application was not approved by the Secretary of State.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Elections Division and the Department of Health and Human Services, Division of Child and Family Services.

Justification for Modification and Transfer of RDA 2007053:

The Secretary of State: Elections office is no longer the office of record for the record series. The office of record is now the Department of Health and Human Services, Division of Child and Family Services. The division is aware of the request to transfer and agrees. Staff recommends removing “date the application was not approved by the Secretary of State.” and replacing it with “end of the calendar year in which the application was not approved.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

2. Governor’s Finance Office, Budget

A. Title: Economic Forum Files

RDA: 2006090

Attachment A

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Description:

These records document ~~This record series documents the support provided by the Budget Division to the Economic Forum in accordance with NRS 353.227 (2) and the interaction between the Division and the Forum. ***The records may include but are not limited to:*** The files may include, but are not limited to: (a) reports to the Economic Forum, copies of meeting packets, supportive documents, - ***associated documentation, and*** related correspondence. ~~and (b) material gathered and used for report preparation, draft reports and similar documents.~~~~

Authorized Retention:

Retain ~~the records listed under (a) in the description for a period of twenty-five (25) ***five (5)*** calendar years from the end of the calendar year ***in which the forum was held.*** to which it pertains. Items listed under (b) in the description may be disposed of when no longer needed.~~

Recommended Disposition:

Permanent: Transfer to Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival and legal needs.

Agency review:

The appraisal is supported by the Records Officer for the Governor's Finance Office, Budget Division.

Justification for Modification of RDA 2006090:

The description is being modified to remove the documents listed under "(b)". These documents are non-records and should not be listed on a retention schedule. The corresponding retention period in the authorized retention is also being removed. Staff recommends removing "to which it pertains. Items listed under (b) in the description may be disposed of when no longer needed." and replacing it with "in which the forum was held" while removing "the records listed under (a) in the description" and "a period of" in the retention statement to make a more defined and accurate trigger event. It is recommended that the retention be changed from 25 years to 5 years before transferring to the archives. The Budget Division no longer has an administrative need to maintain these for 25 years, and a 5-year retention is consistent with the Open Meeting Law retention period. The State Archivist has reviewed this change and agrees.

Transfer to the Department of Administration, Grant Office:

B. Title: ~~Grants Form 424~~ ***Single Point of Contact (SPOC) Review***

RDA: 2005106

Description:

These records document ~~This record series documents the receipt and review of ***selected*** section of federal grant applications (Form 424) as the designated ***by the*** "Single Point of Contact" (SPOC) in accordance with Presidential Executive Order 12372 (dated July 14, 1982), the Cash Management Improvement Act (31 U.S.C. §§ 6501 et seq. "Intergovernmental Cooperation"), and 2 CFR ***200.203 (a)(6)*** 245.12 "Pre-Award Requirements." ***The files may include but are not limited to:*** The files consist of ***Grant Notification and Review Form, proposed Project and Budget Narrative, Form 424 "Application for Federal Assistance"*** (grants) and transmittal letters, ***associated documentation, and related correspondence.***~~

Authorized Retention:

Retain ~~these records for a period of one (1) calendar ***fiscal*** year from the end of the ***fiscal*** calendar year ***in which the grant was submitted.*** to which they pertain.~~

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

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The retention period meets administrative, fiscal, and legal needs.

Agency review:

The appraisal is supported by the Records Officers for the Governor's Finance Office: Budget Division and Department of Administration: Grant Office.

Justification for Modification and Transfer of RDA 2005106:

These records are no longer created or maintained by the Governor's Finance Office, Budget Division. When the new finance office was created, these records were transferred to the Department of Administration, Grant Office. The transfer has been approved by the Records Officers for both the Governor's Finance Office, Budget Division and the Department of Administration, Grant Office. Staff recommends removing "to which they pertain." and replacing it with "in which the grant was submitted" while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event. The retention is being amended per the agency, these are tracked by fiscal year not calendar year.

Transfer to the Governor's Finance Office, Internal Audit Division:

C. Title: AmeriCorps Files

RDA: 2005119

Description:

These records document ~~This record series documents~~ the administrative help to the Governor's Office in the review and approval process for volunteers submitted by the AmeriCorps *VISTA* Program (a federal program). ***The records may include but are not limited to:*** ~~The files may contain but are not limited to: Requests related to approval of volunteers, letters of review, sample approval letters for the Governor, copies of signed replies, etc., and, associated documentation, and related correspondence.~~

Authorized Retention:

Retain ~~these records~~ for a period of two (2) calendar years from the end of the calendar year ***in which the request was approved.*** ~~to which they pertain.~~

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative needs.

Agency review:

The appraisal is supported by the Records Officers for the Governor's Finance Office, Budget Division and the Governor's Finance Office, Internal Audit Division.

Justification for Modification and Transfer of RDA 2005119:

These records are no longer created or maintained by the Governor's Finance Office, Budget Division. When the new finance office was created, these records were transferred to the Governor's Finance Office, Internal Audit Division. The transfer has been approved by the Records Officers for both the Governor's Finance Office, Budget Division and the Governor's Finance Office, Internal Audit Division. Staff recommends removing "to which they pertain" and replacing it with "in which the request was approved" while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

Transfer to the Department of Administration, Public Works Division:

D. Title: Capital Improvements and Bond Availability

RDA: 2005090

Description:

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~~*These records document the*~~ This record series is used to projected net bond availability for the current and long-run Capital Improvement Program (See NRS 353.185 (3)). ~~The records may include but are not limited to:~~ The files may consist of but are not limited to: Bond Availability Reports, reports from the Treasurer's office, consultants, and state agencies, with **associated documentation**, and related correspondence.

Authorized Retention:

Retain ~~these records for a period of~~ two (2) fiscal years from the end of the legislative session in which ***the report was submitted.*** ~~to which they pertain.~~

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal needs.

Agency review:

The appraisal is supported by the Records Officers for the Department of Administration, Public Works Division and the Governor's Finance Office, Budget Division.

Justification for Modification and Transfer of RDA 2005090:

These records are no longer created or maintained by the Governor's Finance Office, Budget Division. These files are created and maintained by the Department of Administration, Public Works Division. The transfer has been approved by the Records Officers for both the Governor's Finance Office, Budget Division and the Department of Administration, Public Works Division. Staff recommends removing "to which they pertain" and replacing it with "in which the report was submitted" while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

E. Title: Capital Improvements: Lease Purchase Buildings Funded

RDA: 2005091

Description:

~~*These records document the*~~ This record series is used to plans for the funding and occupancy of lease-purchase buildings in accordance with NRS 353.500 to 353.630. ~~The records may include but are not limited to:~~ The files may contain but are not limited to: (a) tenant lists with lease payment and square footage requirements, consultant's final payment projection worksheet (Treasurer's Office), employee growth rate projections, Final **State Public Works Board** (SPWB) Project Cost Estimate (copy) and; (b) copies of emails, notes, **associated documentation**, and related correspondence.

Authorized Retention:

Retain ~~the records listed under item (a) of the description statement for a period of~~ three (3) fiscal years ***from the end of the fiscal year of*** ~~from the occupancy of the building. Records listed under item (b) of the description statement may be disposed of at the end of the legislative session in which the purchase was funded to which they pertain.~~

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal needs.

Agency review:

The appraisal is supported by the Records Officers for the Department of Administration, Public Works Division and the Governor's Finance Office, Budget Division.

Justification for Modification and Transfer of RDA 2005091:

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These records are no longer created or maintained by the Governor's Finance Office, Budget Division. These files are created and maintained by the Department of Administration, Public Works Division. The transfer has been approved by the Records Officers for the both the Governor's Finance Office, Budget Division and the Department of Administration, Public Works Division. Staff recommends removing "Records listed under item (b) of the description statement may be disposed of at the end of the legislative session in which the purchase was funded to which they pertain." and replacing it with "from the end of the fiscal year of" while removing "the records listed under item (a) of the description statement" and "a period of" in the retention statement to make a more defined and accurate trigger event. The addition of the phrase "from the end of the fiscal year of" is in keeping with recommended business practices and adherence to Record Center policies. This allows state agencies to maintain consistency in the disposition of the records. A uniform policy across all schedules establishes the ability of the public to anticipate which records would be available at the time of their request.

F. Title: Capital Improvements: Lease Purchase Buildings Not Funded

RDA: 2005092

Description:

These records document the ~~This record series is used to~~ plans for the funding and occupancy of lease-purchase buildings in accordance with NRS 353.500 to 353.630. ***The records may include but are not limited to:*** ~~The files may contain but not limited to:~~ (a) tenant lists with lease payment and square footage requirements, consultant's payment projection worksheet (Treasurer's Office), employee growth rate projections, ~~(b) copies of emails, notes,~~ ***associated documentation, and*** related correspondence.

Authorized Retention:

Retain ~~the records listed under item (a) of the description statement for a period of six (6) fiscal years from~~ ***the end of the fiscal year in which the decision was made not to fund the project.*** ~~Executive Branch or Legislative decision not to fund the project was decided. Records listed under item (b) of the description statement may be disposed of at the end of the legislative session to which they pertain.~~

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal needs.

Agency review:

The appraisal is supported by the Records Officers for the Department of Administration, Public Works Division and the Governor's Finance Office, Budget Division.

Justification for Modification and Transfer of RDA 2005092:

These records are no longer created or maintained by the Governor's Finance Office, Budget Division. When the new finance office was created, these records were transferred to the Department of Administration, Public Works Division. The transfer has been approved by the Records Officers for both the Governor's Finance Office, Budget Division and the Department of Administration, Public Works Division. Staff recommends removing "Executive Branch or Legislative decision not to fund the project was decided. Records listed under item (b) of the description statement may be disposed of at the end of the legislative session to which they pertain." and replacing it with "the end of the fiscal year in which the decision was made not to fund the project." while removing "the records listed under item (a) of the description statement" and "a period of" in the retention statement to make a more defined and accurate trigger event.

G. Title: Capital Improvements: Long-Run Capital Improvement Plan

RDA: 2005093

Description:

These records document the ~~This record series is used to~~ ***determination of*** the possible long-term consequences of Capital Improvement Project decisions and is done in accordance with NRS 353.185 (3). ***The records may include but are not limited to:*** ~~The files may contain but are not limited to:~~ (a) Long-Run Capital Improvement Plans, ~~(b) Related~~

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Correspondence copies of agency requests for CIP's, copies of bond availability reports, prioritized list of CIP requests, computation files, draft Long-Run Improvement Plan, and; (e) Department of Corrections Long-Run Projections, ***associated documentation, and related correspondence.***

Authorized Retention:

Retain ~~the records listed under items (a) and (c) of the description statement for a period of two (2) fiscal years from the end of the legislative session~~ ***in which the report was submitted*** ~~to which they pertain. Records listed under item (b) of the description statement may be disposed of at the end of the legislative session to which they pertain.~~

Recommended Disposition:

Permanent Transfer to Archives

NSLAPR staff recommendation:

The retention period meets administrative, archival, and fiscal needs.

Agency review:

The appraisal is supported by the Records Officers for the Department of Administration, Public Works Division and the Governor's Finance Office, Budget Division.

Justification for Modification and Transfer of RDA 2005093:

These records are no longer created or maintained by the Governor's Finance Office, Budget Division. When the new finance office was created, these records were transferred to the Department of Administration, Public Works Division. The transfer has been approved by the Records Officers for both the Governor's Finance Office, Budget Division and the Department of Administration, Public Works Division. Staff recommends removing "to which they pertain." and replacing it with "in which the report was submitted" while removing "the records listed under items (a) and (c) of the description statement" and "a period of" in the retention statement to make a more defined and accurate trigger event. The non-record items listed in the description are being removed and only the official records will be retained for two fiscal years.

Transfer to the Department of Administration, Director's Office:

H. Title: Home Storage of Vehicles

RDA: 2006092

Description:

These records document ~~This record series documents the review and approval process to authorize the home storage of state-owned vehicles. ***The records may include but are not limited to:*** The files may contain but are not limited to:~~ request form (which includes name, address, social security number and other personal identifying information), and supportive documentation, ***associated documentation,*** and; related correspondence.

Authorized Retention:

Retain ~~these records for a period of three (3) fiscal years from the end of the fiscal year~~ ***in which the request was approved, denied, or withdrawn.*** ~~to which they pertain.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and fiscal needs.

Agency review:

The appraisal is supported by the Records Officers for the Department of Administration, Director's Office and the Governor's Finance Office, Budget Division.

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Justification for Modification and Transfer of RDA 2006092:

These records are no longer created or maintained by the Governor's Finance Office, Budget Division. When the new finance office was created, these records were transferred to the Department of Administration, Director's Office. The transfer has been approved by the Records Officers for the both the Governor's Finance Office, Budget Division and the Department of Administration, Director's Office. Staff recommends removing "to which they pertain." and replacing it with "in which the request was approved, denied, or withdrawn." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

Discussion and Vote:

The proposals in Attachment C were approved as presented. The motion for item 1 was made by Sara Martel and the second was by Alisanne Maffei. Kim Perondi abstained from voting; the remaining votes were unanimous for the members present. Kim Perondi was included in the vote for item 2; the motion was made by Sara Martel and the second was by Alisanne Maffei. The vote was unanimous for the members present.

6: Attachment D. Proposed Deletion RDAs for Agency Specific Records Retention Schedules

1. Secretary of State: Operations Elections

A. Title: ~~Official Filings: Education~~

RDA: 2007066

Description:

~~This record series consists of documents that by law are filed with the Secretary of State (SOS). The files include, but are not limited to: State Board of Education: maps and attachments of districts and sub-districts (See NRS 385.018 et seq.); State Board of Regents: maps and attachments of districts and sub-districts (See NRS 396.035 et seq.); Similar documents and related correspondence.~~

Authorized Retention:

~~Retain these records for a period of six (6) calendar years from the date of filing.~~

Recommended Disposition:

~~Permanent: Transfer to State Archives~~

NSLAPR staff recommendation:

~~Delete this RDA~~

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Operations Division.

Justification for Deletion of RDA 2007066:

In order to streamline the retention of the filings staff recommends combining the following retention series: 2007066, 2007067, 2007065, 2007064 and 2007068 into a new RDA 2019002. These currently consist of various required filings submitted to the Secretary of State's office per NRS 225.085. All filings have the exact same retention and disposition. The State Archivist is aware of the proposed change and agrees.

B. Title: ~~Official Filings: Emergency Management~~

RDA: 2007067

Description:

~~This record series consists of documents that by law are filed with the Secretary of State (SOS). The files include, but are not limited to: Notice to property owner of state taking title to property for temporary use during emergency (See NRS 414.070); Proclamation of emergency for water or energy (See NRS 416.050); Notice of official action taken by governor (See NRS 416.090) Similar documents and related correspondence.~~

Authorized Retention:

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~~Retain these records for a period of six (6) calendar years from the date of filing.~~

Recommended Disposition:

~~Permanent: Transfer to State Archives~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Operations Division.

Justification for Deletion of RDA 2007067:

In order to streamline the retention of the filings staff recommends combining the following retention series: 2007066, 2007067, 2007065, 2007064, and 2007068 into a new RDA 2019002. These currently consist of various required filings submitted to the Secretary of State's office per NRS 225.085. All filings have the exact same retention and disposition. The State Archivist is aware of the proposed change and agrees.

C. Title: ~~Official Filings: Government~~

RDA: 2007065

Description:

~~This record series consists of documents that by law are filed with the Secretary of State (SOS). The files include, but are not limited to: Certified abstract of returns of special election to abolish a county (See NRS 243.450); Certification of election or appointment of county officer authorized to take acknowledgements or administer oaths (See NRS 245.020); Certification of vacancy in county office (See NRS 245.150); Notice of results of election for incorporation of cities and towns (See NRS 265.033); Governor's proclamation regarding the attainment of a higher class by a city (See NRS 265.060); Cooperative agreements of state, counties, cities, districts and other public agencies (NRS 277.140); Certified copy of the judgment roll involving the conviction of a state officer (See NRS 283.450); Abstract of votes in state election for issuance of bonds (See NRS 349.060); Certification of votes against water proposals (See NRS 445A.040); Record of proceedings for removal of a member of the Gaming Control Board (See NRS 463.050); Record of removal of a member of the Public Utilities Commission (See NRS 703.060); Official seal of the Commissioner for Insurance (NRS 679B.050); Similar documents and related correspondence.~~

Authorized Retention:

~~Retain these records for a period of six (6) calendar years from the date of filing.~~

Recommended Disposition:

~~Permanent: Transfer to State Archives~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Operations Division.

Justification for Deletion of RDA 2007065:

In order to streamline the retention of the filings staff recommends combining the following retention series: 2007066, 2007067, 2007065, 2007064, and 2007068 into a new RDA 2019002. These currently consist of various required filings submitted to the Secretary of State's office per NRS 225.085. All filings have the exact same retention and disposition. The State Archivist is aware of the proposed change and agrees.

D. Title: ~~Official Filings: Property~~

RDA: 2007064

Description:

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~~This record series consists of documents that by law are filed with the Secretary of State (SOS). The files include, but are not limited to: Estates in property; conveyances of real property relating to utilities (NRS 111.315); Sale of subdivided land; appointment of SOS for service of process (NRS 119.130); Similar documents and related correspondence.~~

Authorized Retention:

~~Retain these records for a period of six (6) calendar years from the date of filing.~~

Recommended Disposition:

~~Permanent: Transfer to State Archives~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Operations Division.

Justification for Deletion of RDA 2007064:

In order to streamline the retention of the filings staff recommends combining the following retention series: 2007066, 2007067, 2007065, 2007064, and 2007068 into a new RDA 2019002. These currently consist of various required filings submitted to the Secretary of State's office per NRS 225.085. All filings have the exact same retention and disposition. The State Archivist is aware of the proposed change and agrees.

E. Title: ~~Official Filings: Rules and Regulations~~

RDA: 2007068

Description:

~~This record series consists of documents that by law are filed with the Secretary of State (SOS). The files include, but are not limited to: Rules of the Public Employees Retirement Board (NRS 286.200); traffic regulations of State Board of Regents (See NRS 396.435); Bylaws, rules, regulations and amendments of the Western Interstate Nuclear Board (See NRS 459.004); Ordinances and policies of a Board of County Commissioners concerning indigent persons (See NRS 428.015); Regulations of the Public Utilities Commission (NRS 704.215); Similar documents and related correspondence.~~

Authorized Retention:

~~Retain these records for a period of six (6) calendar years from the date of filing.~~

Recommended Disposition:

~~Permanent: Transfer to State Archives~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Secretary of State, Operations Division.

Justification for Deletion of RDA 2007068:

In order to streamline the retention of the filings staff recommends combining the following retention series: 2007066, 2007067, 2007065, 2007064, and 2007068 into a new RDA 2019002. These currently consist of various required filings submitted to the Secretary of State's office per NRS 225.085. All filings have the exact same retention and disposition. The State Archivist is aware of the proposed change and agrees.

2. Governor's Finance Office, Budget

A. Title: ~~NEBS (Nevada Electronic Budget System) Data Mart~~

RDA: 2006096

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Description:

This record series is used to store earlier versions of budget records in a data warehouse environment. This database contains more detail than the published Executive Budget. It may contain data on: agency requests not included within the Executive Budget, position information (no names or SSN), budget information by object code (the General Ledger) and similar information).

Authorized Retention:

Update data as needed, retaining current data for a period of six (6) fiscal years from the end of the fiscal year to which they pertain.

Recommended Disposition:

~~Destroy~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Governor's Finance Office, Budget Division.

Justification for Deletion of RDA 2006096:

This schedule is for a database. As a non-record, this RDA should be deleted from the schedule.

B. Title: ~~NEBS (Nevada Electronic Budget System) Operational Section~~

RDA: ~~2006095~~

Description:

This record series is used to create and administer agency requested budgets, the Governor's Executive Budget and to document the Legislative Approved Budget. This database contains more detail than the published Executive Budget. It may contain data on: agency requests not included within the Executive Budget, position information (no names or SSN), budget information by object code (the General Ledger) and similar information.

Authorized Retention:

Update data as needed, retaining current data for a period of two (2) fiscal years from the end of the fiscal year to which they pertain.

Recommended Disposition:

~~Destroy~~

NSLAPR staff recommendation:

Delete this RDA

Agency review:

The appraisal is supported by the Records Officer for the Governor's Finance Office, Budget Division.

Justification for Deletion of RDA 2006095:

This schedule is for a database. As a non-record, this RDA should be deleted from the schedule.

Discussion and Vote:

The proposals in Attachment D were approved as presented. The motion for item 1 was made by Alisanne Maffei and the second was by Kathryn Etcheverria. Kim Perondi abstained from voting; the remaining votes were unanimous for the members present. Kim Perondi was included in the vote for item 2; the motion was made by Alisanne Maffei and the second was by Kathryn Etcheverria. The vote was unanimous for the members present.

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7: Attachment E. Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

A. Title: *Personnel Actions: Alcohol and Drug Testing Records – Negative Results*

RDA: 2015012

Description:

These records document any investigation and follow-up work by the designee of the appointing authority concerning employees suspected of being under the influence of alcohol and/or controlled substances while on the job (See NRS 284.406 and 284.407). These records may include but are not limited to: "Acknowledgement of Employee's Receipt of the State's Policy concerning Drugs and Alcohol", Alcohol/Drug Test Consent Form, Report Form for Suspected Alcohol/Drug Impairment, Breath Test Request Form, laboratory report forms with results of tests, associated documentation, and related correspondence.

Authorized Retention:

Retain for one (1) calendar year from the end of the calendar year in which the screening was completed. This record series must be maintained separately from other personnel files as required by NRS 284.4068 (2).

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for New RDA 2015012:

This record series contains administrative and legal values. Legal value lies in the rights and obligations of the appointing authority and the employee found in NRS Chapter 284 and NAC Chapter 284. Retention should be based on the one year found in 49 CFR Part 40 Section 40.333(4) stating that "records of negative and cancelled drug test results and alcohol test results with a concentration of less than 0.02 for one year." This record series must be maintained separately from other personnel files per NRS 284.4068 (2). Contains information declared by law to be confidential per NRS 284.4068 and must be disposed of in accordance with NAC 239.722. Although this record series may contain "protected health information" as defined by HIPAA (Health Insurance Portability and Accountability Act, 42 U.S.C. § 1320d et seq.), these records are considered to be "employment records" under 45 CFR 164.501 definition of "protected health information" #2 (iii) and exempt from HIPAA access and retention requirements.

Discussion and Vote:

Sarah Bradley arrived during discussion of Attachment E and was included in the vote. The proposal in Attachment E was approved as presented. The motion was made by Kathryn Etcheverria and the second was by Alisanne Maffei. The vote was unanimous.

8: Discuss future agenda items

Discussion:

The Committee discussed future agenda items to be brought before the Records Committee in a future meeting: Department of Agriculture: Plant Industry and Department of Human Resources. Kim Perondi proposed a change to the agenda format, to include a list of agency names for each attachment item, as a summary view of the attachment.

9: e-Records Forum Update

Attachment A

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Sara Martel provided a summary of the development as well as a list of topics covered at the 2019 e-Records Forum. She is still trying to find a speaker for HIPAA and ADA. This year the e-Records Forum will be partially funded by sponsors.

10: Determine time of next meeting

The next meeting will be held August 14, 2019 at 1:15 pm in the Nevada State Library and Archives Board Room.

11: Adjourn

The meeting was adjourned at 2:01 pm by the Chair, Kim Perondi.

Attachment B
Proposed New RDAs for Agency Specific Records Retention Schedules

**There are no proposed New RDA's for Agency Specific
Records Retention Schedules in this agenda**

Attachment C

Proposed Modification RDAs for Agency Specific Records Retention Schedules

1. Department of Administration, Public Works Division:

A. **Title:** Capital Improvements: Lease Purchase Buildings Funded

RDA: 2005091

Description:

These records document the plans for the funding and occupancy of lease-purchase buildings in accordance with NRS 353.500 to 353.630. The records may include but are not limited to: tenant lists with lease payment and square footage requirements, consultant's final payment projection worksheet (Treasurer's Office), employee growth rate projections, final State Public Works Board (SPWB) Project Cost Estimate emails, notes, associated documentation, and related correspondence.

Authorized Retention:

Retain for three (3) fiscal years from the end of the fiscal year *in which the Certificate of Occupancy is issued.* ~~of the occupancy of the building.~~

Recommended Disposition:

~~Destroy~~ *Permanent Transfer to Archives*

NSLAPR staff recommendation:

The retention period meets administrative, archival, fiscal, and legal needs.

Agency review:

The appraisal is supported by the Records Officers for the Department of Administration, Public Works Division.

Justification for Modification of RDA 2005091:

This series was approved in the July meeting with an incorrect disposition. Staff has added the series to this agenda to re-vote with the corrected disposition and recommends removing "of the occupancy of the building." and replacing it with "in which the Certificate of Occupancy is issued." to update the retention statement.

Attachment D
Proposed Deletion RDAs for Agency Specific Records Retention Schedules

There are no proposed deleted RDA's for Agency Specific Records Retention Schedules in this agenda.

Attachment E

Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

A. Title: Administrative: Calendars Agency Staff

RDA: 2015022

Description:

These records document ~~Records documenting~~ day-to-day activities of agency's staff. *The records may include but are not limited to:* ~~Records may include but are not limited to:~~ calendars, task lists, and meeting schedules, *associated documentation, and related correspondence.*

Authorized Retention:

Retain for one (1) calendar year from the end of the calendar year *in which the calendar was created.* ~~to which the record pertains.~~

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative values.

Justification for Modification of RDA 2015022:

Staff recommends removing "to which the record pertains." and replacing it with "in which the calendar was created." in the retention statement to make a more defined and accurate trigger event.

B. Title: Administrative: Correspondence Files Routine Business

RDA: 2010033

Description:

These records document ~~C~~correspondence (~~letters, memos, emails, social media, etc.~~) that is work related and deal with the day-to-day office administration and activities. *The records may include but are not limited to:* ~~letters, memos, emails, social media, associated documentation, and related correspondence.~~ Examples may include, but are not limited to: Internal correspondence; External correspondence from various individuals, companies, and organizations requesting information pertaining to the agency business and other routine inquiries. Note: Correspondence that is part of a specific subject file ~~e.g.; case file, client file, contract file, purchasing file, personnel file, budget/fiscal file, etc.,~~ is retained with that subject file and according to the authorized retention period for that subject file.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ one (1) calendar year from the end of the calendar year *in which the correspondence was created.* ~~to which it pertains or for the authorized retention period per subject file.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative values.

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Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

Justification for Modification of RDA 2010033:

Staff recommends removing “to which it pertains or for the authorized retention period per subject file.” and replacing it with “in which the correspondence was created.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

C. Title: Administrative: Logs

RDA: 1995120

Description:

~~These records are used to control~~ *These records document* the status of work functions, correspondence, *and* reports, ~~etc. They may include, but are not limited to:~~ *The records may include but are not limited to:* Mmail logs, ~~T~~ telephone logs, ~~L~~ lists & *and* schedules used to monitor work functions, *associated documentation, and related correspondence.*

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ one (1) ~~fiscal~~ *calendar* year from the *end of the calendar year in which the log was created.* ~~fiscal year to which the records pertain.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative values.

Justification for Modification of RDA 1995120:

Staff recommends removing “to which the records pertain.” and replacing it with “end of the calendar year in the log was created.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event. Since there is no fiscal value for these records staff recommends the adjustment of fiscal year to calendar year to align with the other administrative functions in the General Schedule.

D. Title: Administrative: Quality Assurance Review Audits & Reports

RDA: 2002057

Description:

These records consist of quality control reviews performed by an agency to check the effectiveness of policies and procedures [such as office security, training, safety, personnel, customer relations, emergency, and similar procedures]. ~~The record may contain,~~ *The records may include* but are ~~is~~ not limited to: investigative reports, ~~;~~ checklists, ~~;~~ supportive documents, ~~;~~ staff reviews, ~~;~~ regular and final reports, ~~;~~ *associated documentation,* and related correspondence.

Authorized Retention:

Retain ~~these records~~ for three (3) calendar years from the end of the calendar year *in which the review or audit was completed.* ~~to which they pertain.~~

Recommended Disposition:

Destroy Securely

Attachment E

Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2002057:

Staff recommends removing “to which they pertain.” and replacing it with “in which the review or audit was completed.” while removing “these records” in the retention statement to make a more defined and accurate trigger event.

E. Title: Administrative: Restricted Document Log (Homeland Security Act)

RDA: 2004170

Description:

These records document the access granted to restricted records in accordance with the Homeland Security Act. ~~and contains~~ *The records may include but are not limited to:* ~~information on the~~ date access was granted, ~~the~~ individual's name, ~~a copy of a~~ photographic form of identity, ~~the name of his/her~~ employers *name*, citizenship status, ~~and~~ purpose for accessing the restricted documents, *associated documentation, and related correspondence.* NRS 239C.090

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the end of the calendar year *in which the log was created.* ~~to which it pertains.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2004170:

Staff recommends removing “to which it pertains.” and replacing it with “in which the log was created.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

F. Title: Audits: Audit Records

RDA: 2005095

Description:

~~These records are used to~~ *These records* document financial, performance, and other types of audits ~~They may be~~ performed by the *Legislative Counsel Bureau LCB*, private audit firms, the Internal Audits Division, or other auditing entities. The ~~files~~ *records* may consist of but are not limited to: ~~R~~reports from auditors including the ~~F~~final ~~A~~audit ~~R~~report with supportive material, ~~;~~ internal agency reports, ~~;~~ ~~copies of~~ accounting records, ~~;~~ corrective action documentation, ~~;~~ *associated documentation*, and related correspondence.

Authorized Retention:

Retain ~~this records series~~ for ~~a period of~~ three (3) fiscal years from the end of the fiscal year *in which the audit was completed.* ~~to which they pertain.~~

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Proposed New, Modification, and Deletion of RDAs for General Records
Retention Schedule

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 2005095:

Staff recommends removing “to which they pertain.” and replacing it with “in which the audit was completed.” while removing “this records series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

G. Title: Budget: Budget Files

RDA: 2004023

Description:

These records document the managing of the legislatively approved budget. ~~These files may contain, The records may include~~ but are not limited to: ~~W~~ork ~~P~~rograms,; ~~W~~ork ~~P~~rogram ~~R~~evisions,; ~~supportive documentation; associated documentation,~~ and related correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) fiscal years from the end of the fiscal year ~~in which the budget cycle ended. to which it pertains.~~ **in which the budget cycle ended.**

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and fiscal values.

Justification for Modification of RDA 2004023:

Staff recommends removing “to which it pertains.” and replacing it with “in which the budget cycle ended.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

H. Title: Budget: Performance Indicators Computation Files

RDA: 2001066

Description:

These records ~~administer~~ **document** the gathering of raw data and computation of performance measures. The ~~record may contain~~ **records may include** but ~~is~~ **are** not limited to: spreadsheets,; statistical databases, ~~and~~ computer printouts,; surveys with summaries,; **associated documentation,** and related correspondence.

Authorized Retention:

Retain ~~this record series~~ for ~~a period of~~ three (3) fiscal years from the ~~end of the~~ fiscal year ~~in which the performance measures for the budget cycle was finalized. to which they pertain.~~ **in which the performance measures for the budget cycle was finalized.**

Attachment E
Proposed New, Modification, and Deletion of RDAs for General Records
Retention Schedule

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and fiscal values.

Justification for Modification of RDA 2001066:

Staff recommends removing “to which they pertain.” and replacing it with “in which the performance measures for the budget cycle was finalized” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

I. Title: Employee Development: Continuing Education (CE) Files

RDA: 2006055

Description:

These records document the *Continuing Education (CE)* and/or training that may be required for renewal of a professional license/certificate or to strengthen the talents and skills of employees. ~~The record may consist of, but is not limited to:~~ *The records may include but are not limited to:* educational transcripts, attendance rolls, course/workshop documentation, CE credit slips, CE/Training forms, training program course approval documentation, training plans, stipend and educational leave approvals, evaluations, training reports, *associated documentation, and related correspondence.*

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the end of the calendar year *in which the license or certificate expires.* ~~to which they pertain.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2006055:

Staff recommends removing “to which they pertain.” and replacing it with “in which the license or certificate expires.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

J. Title: Environmental: Chemical Accident Prevention Program Files

RDA: 2007020

Description:

These records documents the Chemical Accident Prevention Program (CAPP) of an agency. ~~The record may consist of, but is not limited to:~~ *The records may include but are not limited to:* ~~R~~egistration documentation, ~~A~~ccident history, ~~H~~azard assessment, ~~E~~mergency response program, ~~P~~rocess hazard analysis, ~~O~~perating procedures, ~~T~~training procedures, ~~I~~ncident reports, *associated documentation, and related correspondence.* NRS 459.3833, NAC 459.95348 to 459.95435 ~~Related correspondence.~~

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Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ five (5) calendar years from the end of the calendar year *in which the program manual was superseded.* ~~to which they pertain~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2007020:

Staff recommends removing “to which they pertain.” and replacing it with “in which the program manual was superseded” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

K. Title: Environmental: Hazardous Waste Files

RDA: 2004162

Description:

These records document the annual registration and operation of generators of hazardous waste. ~~The files may consist of, but are not limited to:~~ *The records may include but are not limited to:* registration forms with associated documentation,; summary of off-site consequence analysis,; 5-year accident history,; emergency response program,; hazard assessment with related reports,; Executive Summary,; biennial reports,; waste shipment manifests,; inspections,; variances,; ~~and similar records.~~ *associated documentation, and related correspondence.* NRS 459.3818 to 459.3874, NAC 459.952 to 459.95528, NRS 459.485, NAC 444.8655 and 40 CFR Part 262

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ five (5) calendar years from the end of the calendar year *in which the waste was last sent to on-site or offsite treatment, storage, or disposal.* ~~to which they pertain.~~

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2004162:

Staff recommends removing “to which they pertain” and replacing it with “in which the waste was last sent to on-site or offsite treatment, storage, or disposal.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

L. Title: Fiscal: Accounting Files (Agency Copy)

RDA: 2007016

Description:

~~These records administer and~~ *These records* document the financial transactions and accounting functions of an agency. ~~(See the state accounting system in NRS Chapter 353). The record may consist of, but is not limited to:~~ *The records may include but are not limited to:* ~~B~~bank statements,; ~~C~~cash

Attachment E

Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

receipts; ~~D~~deposit receipts; IFS Advantage™ reports and supporting documentation; ~~L~~ledgers; ~~J~~journal entries and work files; ~~D~~disbursement logs; ~~R~~reconciliation documentation; ~~B~~billing claims; ~~W~~work program documentation; ~~P~~purchasing documentation; ~~I~~nvoices; ~~A~~ccounting spreadsheets; ~~T~~travel documentation, including ~~F~~leet Services records, travel requests and authorizations, ~~etc.~~; checks, and associated ~~documentation, and related correspondence. documents.~~ NRS Chapter 353

Authorized Retention:

Retain ~~this records series~~ for ~~a period of~~ three (3) fiscal years from the ~~end of the~~ fiscal year ~~in which the transaction was completed.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, legal, and fiscal values.

Justification for Modification of RDA 2007016:

Staff recommends removing “to which it pertains” and replacing it with “in which the transaction was completed” while removing “this records series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

M. Title: Fiscal: Freight Records

RDA: 2004284

Description:

These records document the transactions with private carriers concerning freight services for heavy and large items. ~~The files may contain but are not limited to:~~ **The records may include but are not limited to:** ~~S~~shipping company information; ~~I~~nvoices, bills of lading, shipping tags, shipping receipts, shipment log, documentation on the item's being shipped, ~~etc.~~; ~~I~~nsurance documentation; ~~L~~oss and/or damage reports with supportive documentation; ~~associated documentation, and~~ related correspondence.

Authorized Retention:

Retain ~~this records series~~ for ~~a period of~~ three (3) fiscal years from the ~~end of the~~ fiscal year ~~in which the transaction was completed. to which it pertains.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal values.

Justification for Modification of RDA 2004284:

Staff recommends removing “to which it pertains.” and replacing it with “in which the transaction was completed.” while removing “this records series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

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Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

N. Title: Fiscal: Postal Tracking Records

RDA: 2004283

Description:

These records ~~administer and~~ document the transactions with the U.S. Postal Services and other private couriers ~~(such as FedEx, UPS, etc.)~~ concerning letter and parcel post type postal services. ~~The files may contain, but are not limited to:~~ *The records may include but are not limited to:* Ppostal meter records,; Rreceipts for postage stamps, registered and/or certified mail, insured mail, ~~etc.~~; Iinsurance documentation,; Sspecial delivery records,; Lloss reports,; *associated documentation, and* Rrelated correspondence.

Authorized Retention:

Retain ~~this records series~~ for ~~a period of~~ three (3) fiscal years from the *end of the* fiscal year *in which the transaction was completed.* ~~to which it pertains.~~

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative, fiscal values.

Justification for Modification of RDA 2004283:

Staff recommends removing “to which it pertains.” and replacing it with “in which the transaction was completed.” while removing “this records series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

O. Title: Fiscal: Vendor Files

RDA: 2001036

Description:

These records document vendors for services, equipment, or supplies. ~~The record may contain, but is not limited to:~~ *The records may include but are not limited to:* Vvendor contact information,; Copies of accounting documents, ~~with supportive material;~~ *associated documentation, and* Rrelated correspondence.

Authorized Retention:

Retain ~~this records series~~ for ~~a period of~~ three (3) fiscal years from the *end of the* fiscal year *in which the associated vendor account is closed.* ~~to which it pertains.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and fiscal values.

Justification for Modification of RDA 2001036:

Staff recommends removing “to which it pertains.” and replacing it with “in which the associated vendor account is closed.” while removing “this records series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

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Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

P. Title: Fiscal: W-9 Tax I.D. Files

RDA: 1998151

Description:

~~This record series is used to~~ **These records** document tax I.D.#'s from vendors. The files may also be used to produce IRS 1099 reports. ~~The files may contain,~~ **The records may include** but are not limited to: ~~R~~ reports of vendors receiving payments, ~~O~~ original W-9 forms returned from vendor ~~s~~, ~~I~~ IRS 1099 reports, ~~I~~ internal forms used to adjust totals, ~~and~~, **associated documentation, and** related correspondence.

Authorized Retention:

Retain ~~this records series~~ for ~~a period of~~ three (3) fiscal years from the **end of the** fiscal year **in which the final payment to the vendor.** ~~to which it pertains.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 1998151:

Staff recommends removing "to which it pertains." and replacing it with "in which the final payment to the vendor." while removing "this records series" and "a period of" in the retention statement to make a more defined and accurate trigger event.

Q. Title: Grants: State Grants - Applying Agency Records

RDA: 2005131

Description:

These records document grants funded solely with state funds administered by a state agency when they concern the government agency, private, and/or non-profit organizations that **apply**es for such a grant. These ~~files~~ **records** may include but are not limited to: ~~A~~ application materials, ~~A~~ assurances, ~~F~~ financial and budget documentation, ~~A~~ audit records with supportive documentation, ~~C~~ closure documentation, ~~P~~ program narrative, ~~P~~ progress reports, **associated documentation, and** ~~R~~ related correspondence.

Authorized Retention:

Retain ~~this records series~~ for ~~a period of~~ three (3) fiscal years from the **end of the** fiscal year **in which the final pay of the contract is dated.** ~~to which it pertains.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 2005131:

Staff recommends removing "to which it pertains." and replacing it with "in which the final pay of the contract is dated." while removing "this records series" and "a period of" in the retention statement to make a more defined and accurate trigger event.

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Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

R. Title: Grants: State Grants - Granting Agency Records

RDA: 2005132

Description:

These records document grants funded solely with state funds administered by a **granting** state agency. ~~that is the granting agency.~~ These ~~files~~ **records** may include but are not limited to: ~~A~~ application materials, ~~A~~ assurances, ~~F~~ financial and budget documentation, ~~A~~ audit records with supportive documentation, ~~C~~ compliance review documentation, ~~P~~ program narrative ~~s~~, **associated documentation, and R** related correspondence.

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) fiscal years from the end of the fiscal year **in which the final pay of the contract is dated.** ~~to which they pertain.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 2005132:

Staff recommends removing “to which they pertain.” and replacing it with “in which the final pay of the contract is dated.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

S. Title: IT: Computer Access Log

RDA: 2005099

Description:

~~This record series is used to~~ **These records** document the access to an employee's computer ~~(See NRS 281.195). The log consists of~~ **The records may include but are not limited to:** ~~information relating to~~ the name of the employee, the date and time of access, ~~a reasonable~~ explanation of the circumstances **and** ~~&~~ considerations justifying the access, the name of each person authorized to perform the access, the name of each person allowed to examine the information retrieved, the name of each person required to store, ~~/~~ maintain and/or destroy that information, details of inappropriate use or access to the computer, ~~associated documentation, and related correspondence.~~ **associated documentation, and related correspondence.** NRS 281.195

Authorized Retention:

Retain ~~this record series~~ for ~~a period of~~ three (3) calendar years from the end of the calendar year **in which the log was created.** ~~to which it pertains.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

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Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

Justification for Modification of RDA 2005099:

Staff recommends removing “to which it pertains.” and replacing it with “in which the log is created.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

T. Title: IT: Security Records

RDA: 2007031

Description:

These records document the security of IT systems (See IT Security Committee Policies, Standards and Procedures (PSP's)). The records may ~~contain,~~ *include* but are not limited to: physical security reviews, ~~Security Breach Reports,~~ ~~Reports of Suspicious Activities,~~ ~~Reports of Suspected Violations,~~ risk analysis documentation and reports, security evaluations and reviews ~~with supportive documentation,~~ *associated documentation, and related correspondence.*

Authorized Retention:

Retain ~~these files~~ *for* three (3) calendar years from the end of the calendar year *in which the report or evaluation was completed.* ~~to which it pertains.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative value.

Justification for Modification of RDA 2007031:

Staff recommends removing “to which it pertains.” and replacing it with “in which the report or evaluation was completed.” while removing “these records” in the retention statement to make a more defined and accurate trigger event.

U. Title: Licensing: Index and List of Licensees and/or Certificate Holders

RDA: 1998110

Description:

~~These records are used in~~ *These records document* the administration of departments, divisions, bureaus, boards, committees, councils, commissions, *and* offices, ~~etc.,~~ who grant licenses, registrations, *or* certificates, ~~etc.~~ ~~Information which may be contained on these lists are the~~ *The records may include but are not limited to: identifying information name (and possibly address and telephone number)* of the individual or organization, name of the license, registration, *or* certificate ~~(etc.)~~ granted and dates of issue and expiration, *associated documentation, and related correspondence.*

Authorized Retention:

Retain ~~these records~~ *for a period of* one (1) calendar year from the end of the calendar year *in which the list is dated.* ~~to which they pertain.~~

Recommended Disposition:

Permanent: Transfer to State Archives

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Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

NSLAPR staff recommendation:

The retention period meets administrative, legal, and archival values.

Justification for Modification of RDA 1998110:

Staff recommends removing “to which they pertain.” and replacing it with “in which the list is dated.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

V. Title: Occupational Safety: Exposure Control Files

RDA: 2007017

Description:

These records document the control activities used to avoid occupational exposure to blood or other potentially infectious materials (~~See OSHA standards in 29 CFR 1910.1030~~). The records may ~~consist of,~~ **include** but are not limited to: “Exposure Control Plan”,; ~~E~~**exposure** determination documentation,; ~~H~~**housekeeping** documentation,; ~~G~~**communication** of hazards documentation,; ~~E~~**exposure** training,; **associated documentation, and related correspondence**. OSHA standards in 29 CFR 1910.1030 ~~Related correspondence.~~

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the end of the calendar year **in which the plan was reviewed and or updated.** ~~to which they pertain.~~

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2007017:

Staff recommends removing “to which they pertain.” and replacing it with “in which the plan was reviewed and or updated.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

W. Title: Occupational Safety: First Aid Records

RDA: 2004213

Description:

These records document the single treatment and any follow up visit for the purpose of observation of minor scratches, cuts, burns, splinters, and other injuries which do not ordinarily require medical care. Such treatment and any follow up visit for the purpose of observation are considered first aid, even if the treatment or visit is provided by a health care provider. (~~See NAC 618.5506~~). ~~The file may contain, but is not limited to:~~ **The records may include but are not limited to:** ~~I~~**incident** report of minor injuries,; ~~F~~**first** aid log,; ~~S~~**supply** requests including supply expenditure reports,; ~~F~~**first-aid** kit inspection reports,; **associated documentation, and related correspondence**. NAC 618.5506

Authorized Retention:

Retain ~~this record series~~ for ~~a period of~~ one (1) calendar year from the end of the calendar year **in which the treatment is completed.** ~~to which they pertain.~~

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Proposed New, Modification, and Deletion of RDAs for General Records
Retention Schedule

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2004213:

Staff recommends removing “to which they pertain.” and replacing it with “in which the treatment is completed.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

X. Title: Occupational Safety: OSHA Reports

RDA: 2002076

Description:

These records document the activities of state agencies in administering federal and state requirements for Occupational Safety and Health. The records may ~~contain,~~ **include** but are not limited to: OSHA forms ~~including OSHA 300 "Log of Work-Related Injuries and Illnesses," 300-A "Summary of Work-Related Injuries and Illnesses," 301 "Injury and Illness Incident Report," with supportive documentation; P~~ **privacy log**, **associated documentation, and related correspondence.** ~~and related documents~~

Authorized Retention:

Retain ~~these records~~ for five (5) calendar years from the end of the calendar year **in which the report is submitted.** ~~to which they pertain.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2002076:

Staff recommends removing “to which they pertain.” and replacing it with “in which the report is submitted.” while removing “these records” in the retention statement to make a more defined and accurate trigger event.

Y. Title: Occupational Safety: Personal Protective Equipment (PPE) Files

RDA: 2007018

Description:

These records document the authorization, acquisition, training for and maintenance of **Personal Protective Equipment (PPE)** for an agency ~~(See OSHA standards 29 CFR 1910.132 to 141 and 29 CFR 1910.1030). The record may consist of, but is not limited to, information on:~~ **The records may include but are not limited to:** ~~W~~ **workplace hazard assessments;** ~~;~~ **PPE selection and purchase documentation;** ~~;~~ **damaged/defective equipment reports;** ~~;~~ **PPE request and authorization records;** ~~;~~ **PPE training records;** ~~;~~ **PPE certification records;** **associated documentation, and related correspondence.** OSHA standards 29 CFR 1910.132 to 141 and 29 CFR 1910.1030

Attachment E

Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the end of the calendar year *in which the equipment was disposed of by the agency.* ~~to which they pertain.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2007018:

Staff recommends removing “to which they pertain.” and replacing it with “in which the equipment was disposed of by the agency.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

Z. Title: Occupational Safety: Safety Program Files

RDA: 2006060

Description:

These records document the activities and functions of the safety program established by state agencies. ~~in accordance with NRS 618.195. The record may consist of, but is not limited to:~~ *The records may include but are not limited to:* Documentation of health and safety issues; ~~Copies of~~ Year End and Mid-Year Safety Reports; ~~Copies of~~ Safety Committee minutes; ~~Copies of~~ OSHA forms; Emergency Action Plans, ~~(29 CFR 1910.38, NRS 239C.090);~~ Training program attendance documentation, ~~associated documentation, and related correspondence.~~ NRS 618.195, 29 CFR 1910.38, NRS 239C.090

Authorized Retention:

Retain ~~these records~~ for three (3) calendar years from the end of the calendar year *in which the record was received.* ~~to which they pertain.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2006060:

Staff recommends removing “to which they pertain.” and replacing it with “in which the record was received.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

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Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

AA.Title: Open Meeting Law: Recordings of Meetings

RDA: 2006001

Description:

These records ~~contain are used to record~~ the proceedings of meetings that are ~~and to~~ *transcribed into* the minutes of public bodies (including boards, commissions, councils, *and* committees, ~~etc.~~). *The records may include but are not limited to:* ~~The records series includes~~ audio and/or audio/visual recordings, ~~regardless of physical format~~ *associated documentation, and related correspondence.* (NRS 241.010)

Authorized Retention:

Retain ~~these records~~ for ~~a period of one (1)~~ *three (3)* calendar year*s from the end of the calendar year in which the minutes were approved.* ~~year from the date of the meeting.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2006001:

This retention was adjusted in the AB 70 2019 Legislative Session from 1-year retention to 3-years of retention effective October 1, 2019. Staff recommends removing “year from the date of the meeting.” and replacing it with “end of the calendar year in which the minutes were approved.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

BB.Title: Personnel: Affirmative Action / Equal Employment Opportunity (EEO) Files **RDA:** 2007014

Description:

These records document the Affirmative Action (AA) and Equal Employment Opportunity Act (EEO) programs. ~~as required by 29 CFR Part 1602, 29 CFR Part 1608 and NRS 613.310 to 613.435. The record may consist of, but is not limited to:~~ *The records may include but are not limited to:* EEO reports ~~and supportive documentation;~~ AA Plan documentation; self-analysis surveys; organizational profiles; placement goals; compliance monitoring documentation (including investigations), special reports, ~~etc.;~~ *associated documentation,* and related correspondence. 29 CFR Part 1602, 29 CFR Part 1608 and NRS 613.310 to 613.435

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the end of the calendar year *in which the Equal Employment Opportunity reports were submitted.* ~~to which they pertain.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

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Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

Justification for Modification of RDA 2007014:

Staff recommends removing “to which they pertain.” and replacing it with “in which the Equal Employment Opportunity reports were submitted.” while removing “these records” and “a period of” in the retention statement to make a more defined and accurate trigger event.

CC.Title: Personnel: Americans With Disabilities Act (ADA) Compliance Records **RDA:** 2004219

Description:

These records ~~are used by the person designated by the appointing authority (such as a personnel officer) to~~ document compliance with the Americans with Disability Act. ~~These files~~ **The records** may include but are not limited to: ~~A~~ administrative reports, ~~P~~ public inquiries, ~~F~~ federal ADA inquiries, ~~Copies~~ of compliance reports, ~~;~~ **associated documentation, and** ~~R~~ related correspondence. Note: ADA complaints and disability records must be filed separately (~~see~~ “Personnel ~~Files:~~ Reasonable Accommodations Records”).

Authorized Retention:

Retain ~~this record series~~ for three (3) calendar years from the end of the calendar year **in which the administrative report was filed.** ~~to which they pertain.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2004219:

Staff recommends removing “to which they pertain.” and replacing it with “in which the administrative report was filed.” while removing “this record series” in the retention statement to make a more defined and accurate trigger event.

DD.Title: Personnel: HR Management Reports

RDA: 2007027

Description:

~~These records are used to administer~~ **These records document** general personnel matters within the agency in cooperation with the Human Resource Management Division. ~~The record may consist of but not limited to:~~ **The records may include but are not limited to:** classification, ~~;~~ recruitment, ~~;~~ appointments, ~~;~~ performance reporting, ~~;~~ employee training reporting, ~~;~~ unemployment insurance coverage, ~~;~~ performance requirement reporting, ~~;~~ **associated documentation, and related correspondence.** ~~with supportive documentation.~~

Authorized Retention:

Retain ~~this records series~~ for three (3) fiscal years from **end of** the fiscal year **in which the reports were submitted to Human Resource Management.** ~~to which it pertains.~~

Attachment E

Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2007027:

Staff recommends removing “to which it pertains.” and replacing it with “in which the reports were submitted to Human Resource Management.” while removing “this records series” in the retention statement to make a more defined and accurate trigger event.

EE. Title: Personnel: IRS Tax Documentation

RDA: 2005098

Description:

These records ~~are used by the person designated by the appointing authority (such as a personnel officer) to document the collection of income tax and federal insurance. (See 26 CFR 31.6001-1, 26 CFR 31.6001-2 and 26 CFR 31.6001-5). The files may consist of but are not limited to:~~ **The records may include but are not limited to:** ~~P~~ payroll records, documenting beginning and ending pay periods, total amount of wages earned in each payroll period, total wages, date of pay, account number, taxes collected with date of collection, etc.; ~~P~~ personnel records, documenting name, address, Social Security Number, rate of pay, date of hire, date of separation from service, dates worked, and related information; ~~R~~ records documenting the adjustment and settlement of taxes, ~~copies of~~ returns (including schedules and statements); ~~Copies of any~~ statements furnished by employees; ~~D~~ documentation of absence from work, ~~W~~ withholding exemption certificates, ~~including W-4 and W-4E;~~ **associated documentation**, and related correspondence. 26 CFR 31.6001-1, 26 CFR 31.6001-2 and 26 CFR 31.6001-5

Authorized Retention:

Retain ~~this record series~~ for ~~a period of~~ four (4) calendar years from the end of the calendar year **in which the taxes were collected.** ~~to which they pertain.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2005098:

Staff recommends removing “to which they pertain.” and replacing it with “in which the taxes were collected.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

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FF. Title: Personnel: Medical Related Records

RDA: 2013048

Description:

These records document actions relating to medical conditions of employees. The records may include but are not limited to: ~~F~~fitness for ~~D~~duty records,; ~~F~~federal "Family and Medical Leave Act" documentation,; ~~Nevada State Parental Leave Without Pay Act records~~; pre-employment medical screenings,; sick leave documentation,; catastrophic leave records, *associated documentation, and related correspondence.* ~~and; similar types of records.~~

Authorized Retention:

Retain ~~these records~~ for ~~a period of~~ three (3) calendar years from the end of the calendar year *in which the employee separates from service.* ~~to which they pertain.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2013048:

Staff recommends removing "to which they pertain." and replacing it with "in which the employee separates from service." while removing "these records" and "a period of" in the retention statement to make a more defined and accurate trigger event.

GG. Title: Personnel: Payroll Records

RDA: 2007028

Description:

~~These records are used to administer~~ *These records document* the payroll activities of an agency. ~~The record may consist of electronic records, computer generated reports from the IFS Advantage™ system, other state agencies, the federal government and/or in-house work product), and paper based files.~~ ~~These records pertain to, but are not limited to,~~ *The records may include but are not limited to:* information on employee; wages and salary,; time and attendance,; longevity,; work schedules, *including* ~~authorizations for~~ flex time and any alterations from a regular 40-hour work week or 8-hour work day,; deductions to wages,; retirement contributions,; benefits,; leave donations,; taxes,; unemployment insurance coverage,; workers compensation,; *associated documentation,* and related correspondence.

Authorized Retention:

Retain ~~this record series~~ for three (3) fiscal years from the end of the fiscal year *in which the payroll record activity was recorded.* ~~to which it pertains.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Attachment E

Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

Justification for Modification of RDA 2007028:

Staff recommends removing “to which it pertains.” and replacing it with “in which the payroll record activity was recorded.” while removing “this record series” in the retention statement to make a more defined and accurate trigger event.

HH. Title: Personnel: Unemployment Insurance Records

RDA: 2005097

Description:

These records ~~are used by the person designated by the appointing authority (such as a personnel officer) to document the payroll~~ **activities of employees** for **Unemployment Insurance** purposes ~~(See 26 CFR 31.6001-4, NRS 612.220, NRS 612.260 and NAC 612.020). The files may consist of, but are not limited to:~~ **The records may include but are not limited to:** **P**ayroll records, documenting beginning and ending periods, total wages and date of pay, etc; **P**ersonnel records, documenting name, Social Security Number, rate of pay, date of hire, date of separation from service, dates worked, total amount of wages earned in each payroll period and related information; **R**ecords documenting amounts paid into the **S**tate **U**nemployment **I**nsurance **F**und, ~~(See 26 CFR 31.6001-4);~~ **associated documentation, and** related correspondence. 26 CFR 31.6001-4, NRS 612.220, NRS 612.260 and NAC 612.020

Authorized Retention:

Retain ~~this record series~~ for ~~a period of~~ four (4) calendar years from the end of the calendar year **in which the payroll record activity was recorded.** ~~to which they pertain.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 2005097:

Staff recommends removing “to which they pertain.” and replacing it with “in which the payroll record activity was recorded.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

II. Title: Property Management: Building Security and Protection System Maintenance Records

RDA: 2009028

Description:

These records document the service and maintenance of security and fire protection systems and equipment, ~~including fire extinguishers, emergency lighting systems, exit signs, intrusion alarm systems, etc. The record may contain, but is not limited to:~~ **The records may include but are not limited to:** **I**nspection records, **M**aintenance reports, **S**ervice logs, & tags, **S**upportive documentation, **associated documentation, and** ~~R~~related correspondence.

Authorized Retention:

Retain ~~this record series~~ for ~~a period of~~ three (3) calendar years from the end of the calendar year **in which the system was removed from service.** ~~to which the record pertains.~~

Attachment E

Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2009028:

Staff recommends removing “to which the record pertains.” and replacing it with “in which the system was removed from service.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

JJ. Title: Property Management: Excess, Lost & Stolen Property Files

RDA: 1998159

Description:

~~This record series documents~~ *These records document* the property in the custody of a state agency which has been lost, stolen, or declared excess. ~~The files may include:~~ *The records may include but are not limited to:* ~~M~~monthly ~~P~~property ~~R~~report, (Purchasing Div.) which specifies all equipment for which the agency is responsible which is lost, stolen, exchanged or deemed excess within the previous month; ~~copies of~~ purchase orders and other fiscal records, police and internal incident reports, memos, *associated documentation*, and related correspondence.

Authorized Retention:

Retain ~~this record series~~ for ~~a period of~~ three (3) fiscal years from the fiscal year *in which the property report was submitted.* ~~to which they pertain.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 1998159:

Staff recommends removing “to which they pertain.” and replacing it with “in which the property report was submitted.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

KK. Title: Property Management: Fixed Asset Inventory

RDA: 1998160

Description:

These records document ~~and administer~~ the process of an agency updating and reconciling an inventory of all the fixed assets having a value of \$500.00 or more in its' possession. ~~The files may consist of, but are not limited to:~~ *The records may include but are not limited to:* ~~A computer-generated report from the F~~ixed ~~A~~asset ~~I~~ventory ~~Purchasing Division~~; ~~Copies of~~ purchase orders, ~~and other~~ fiscal records; ~~Copies of the M~~monthly ~~P~~property ~~R~~reports, ~~and~~; *associated documentation*, ~~and R~~related correspondence.

Attachment E

Proposed New, Modification, and Deletion of RDAs for General Records Retention Schedule

Authorized Retention:

Retain ~~this record series~~ for ~~a period of~~ three (3) fiscal years from the ~~end of the~~ fiscal year ~~in which the inventory was completed.~~ ~~to which they pertain.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 1998160:

Staff recommends removing “to which they pertain.” and replacing it with “end of the fiscal year in which the inventory was completed.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.

LL. Title: Property Management: Inventory Files

RDA: 2003009

Description:

~~These records consist of files used to~~ *These records document* inventory assets, equipment, supplies, evidence, and similar items. ~~The files may consist of, but are not limited to:~~ *The records may include but are not limited to:* ~~Investigative reports;~~ *Investigative reports;* ~~Checklists;~~ *Checklists;* ~~Copies of~~ documents involved in a review or audit; ~~Copies of~~ inventories; ~~Inventory reports;~~ *associated documentation, and* ~~Related~~ correspondence.

Authorized Retention:

Retain ~~these records~~ for three (3) fiscal years from the end of the fiscal year ~~in which the inventory is completed.~~ ~~to which they pertain.~~

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative, fiscal, and legal values.

Justification for Modification of RDA 2003009:

Staff recommends removing “to which they pertain.” and replacing it with “in which the inventory is completed.” while removing “these records” in the retention statement to make a more defined and accurate trigger event.

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Proposed New, Modification, and Deletion of RDAs for General Records
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MM. Title: Property Management: Pest Control (Extermination) Records

RDA: 2004268

Description:

These records ~~document~~ are used to administer a pest control program ~~s. (See 29 CFR 1910.141 (a)(5) - OSHA). The files may contain but are not limited to:~~ **The records may include but are not limited to:** "Extermination ~~L~~logs," ~~I~~incident reports, ~~;~~ contractor ~~E~~exterminator reports, ~~;~~ **associated documentation, and R**related correspondence. 29 CFR 1910.141 (a)(5) - OSHA

Authorized Retention:

Retain ~~this record series~~ for ~~a period of~~ three (3) calendar years from the end of the calendar year **in which the logs or reports were submitted.** ~~to which they pertain.~~

Recommended Disposition:

Destroy

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2004268:

Staff recommends removing "to which they pertain." and replacing it with "in which the log or report were submitted." while removing "this record series" and "a period of" in the retention statement to make a more defined and accurate trigger event.

NN. Title: Property Management: **Visitor** Security Records

RDA: 2004267

Description:

These records ~~are used to~~ document the administration of the security ~~program as it relates to the registration of visitors into the agency's building and/or office area. The files may contain but are not limited to:~~ **The records may include but are not limited to:** ~~P~~personnel ~~I~~identification ~~(Photograph)~~ records, ~~;~~ ~~V~~vehicle registration files, ~~;~~ ~~V~~visitor control logs, ~~;~~ ~~Key accountability records; Inspection reports; Investigation reports; Crime/Incident reports;~~ **associated documentation, and related correspondence.** ~~Associated correspondence.~~

Authorized Retention:

Retain for ~~a period of~~ five (5) calendar years from the end of the calendar year **in which the visit occurred.** ~~to which they pertain.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2004267:

Staff recommends removing "to which they pertain." and replacing it with "of the visit." while removing "a period of" in the retention statement to make a more defined and accurate trigger event. Staff proposes splitting this series into two separate series one for visitor records and a new series (see 2019007) for the security reports allowing for the different triggering event.

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Proposed New, Modification, and Deletion of RDAs for General Records
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OO. Title: *Property Management: Security Reports*

RDA: 2019007

Description:

These records document the administration of the security program. The records may include but are not limited to: key holder accountability records, inspection reports, investigation reports, crime/incident reports, associated documentation, and related correspondence.

Authorized Retention:

Retain for five (5) calendar years from the end of the calendar year in which the report was finalized.

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for New RDA 2019007:

This new series is being created for the security reports portion of RDA 2004267 "Property Management: Security Records". Staff proposes the splitting series 2004267 into two separate series one for visitor records and for the security reports since the security report can span over the end of a calendar year in order to set clear retention periods.

PP. Title: Voting: Voter Registration Records

RDA: 2005101

Description:

These records ~~are used to~~ document the state's voter registration program. ~~The files may consist of, but are not limited to:~~ *The records may include but are not limited to: Training materials, County clerk transmittal forms, Copy of transmittal of each application form, Information correction forms, List of serial numbers of completed applications, Receipts from county clerk or voter registrar, associated documentation, and Related correspondence.* NRS 293.504, NRS 293.505(6), NRS 293.524(5), NAC 293.410(5), NAC 293.410(9-10)

Authorized Retention:

Retain ~~this record series~~ for ~~a period of~~ two (2) calendar years from the end of the calendar year *in which the record was submitted.* ~~to which it pertains.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2005101:

Staff recommends removing "to which it pertains." and replacing it with "in which the record is submitted." while removing "this record series" and "a period of" in the retention statement to make a more defined and accurate trigger event.

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QQ. Title: Voting: Voter Registration Voided Applications

RDA: 2005102

Description:

These records ~~are used to~~ document voided ~~(and spoiled)~~ voter registration applications. ~~The files consist of copies of~~ *The records may include but are not limited to:* voided applications, *associated documentation*, and related correspondence. NRS 293.504 and NAC 293.410 (6)(c)

Authorized Retention:

Retain ~~this record series~~ for ~~a period of~~ two (2) calendar years from the end of the calendar year *in which the application was voided.* ~~to which it pertains.~~

Recommended Disposition:

Destroy Securely

NSLAPR staff recommendation:

The retention period meets administrative and legal values.

Justification for Modification of RDA 2005102:

Staff recommends removing “to which it pertains.” and replacing it with “in which the application was voided.” while removing “this record series” and “a period of” in the retention statement to make a more defined and accurate trigger event.